

## Feed-in Tariff: Central Fit Register User Guide

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### **Overview:**

The Feed-in Tariffs (FITs) scheme incentivises the installation of renewable electricity generating technologies up to 5MW capacity. It was introduced on 1 April 2010.

This document provides a guide for licensed electricity suppliers to enable them to access the Central FIT Register for purpose updating the register with details of FIT installations as well as participate in the levelisation process.

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## Context

The Feed-In Tariff scheme (FITs) is a new environmental programme introduced by the UK Government aimed at promoting widespread uptake of a range of small-scale low carbon electricity generation technologies. FITs will require Licensed Electricity Suppliers to pay fixed tariffs to small renewable and CHP generators for electricity generated and electricity exported to the national grid.

The first and second phase releases of the Central FIT Register allowed FIT Licensees to search, add and edit installation details from 1 April 2010. This guide describes the Phase 3 release of the Register which covers the switching of FIT installations between licensees and a small change to the levelisation process.

## Associated Documents

- Feed-in Tariff: Guidance Document for Licensed Suppliers  
<http://www.ofgem.gov.uk/Pages/MoreInformation.aspx?docid=7&refer=Sustainability/Environment/fits>
- Renewables and CHP Register user guide.  
[http://www.ofgem.gov.uk/Sustainability/Environment/RCHPreg/Documents1/Ofgem Renewable and CHP Register User Guide March 2008.pdf](http://www.ofgem.gov.uk/Sustainability/Environment/RCHPreg/Documents1/Ofgem%20Renewable%20and%20CHP%20Register%20User%20Guide%20March%202008.pdf)

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## 1. Introduction

This user guide is designed to assist both FIT and non-FIT Licensees access and interact with the Central FIT Register for purpose of administering the Feed-in Tariff Scheme.

Development of the Central FIT Register has occurred in phases. The first phase was released 1st April 2010. This updated user guide describes the functionality for the Phase 2 Central FIT Register in July 2010.

The guide is in fourteen parts and covers the following areas:-

1. Access - How to log on to the Central FIT Register
2. MCS Certified Registration – How to register an MCS certified installation on to the Register
3. ROO-FIT Accredited Registration – How to register a ROO-FIT accredited installation.
4. Searching – How to search for, retrieve and view an existing installation on the Central FIT Register.
5. Edit/Update – How to update the stored details of an existing FIT installation, for instance to update the date of the Statement of FIT Terms or to change the Generator (owner of an installation).
6. FIT Extensions – How to extend (add capacity) to an existing FIT installation.
7. Levelisation – How both FIT and Non-FIT licences submit data to support the levelisation process
8. Switching of supplier – How and what both suppliers need to do during the switch of supplier process
9. Support – Detailing the support available to FIT Licensees when using the Central FIT Register.

## 2. Accessing the Central FIT Register

### Chapter Summary

This chapter describes the logon procedure for accessing the Central FIT Register.

The Central FIT Register in common with the Renewables Obligation and other renewable schemes utilises the Renewables and CHP Register as a common platform to provide access and other functions to support system operation.

The Central FIT Register is accessible via the Ofgem Renewable and CHP Register system. This can be accessed via the link below:-

<https://www.renewablesandchp.ofgem.gov.uk/>

### Login Screen

- Enter Username and Password that you received after the registering process
- Click on Go button.



If you have forgotten your password, click the *Forgotten details* link and follow the on-screen instructions.

**As with the existing Renewables and CHP Register, users are advised NOT to use their web browser's back button when accessing the Central FIT Register.**

## Home Page

Following a successful login a range of tabs will be available to you. What is available will depend on your level of access to the system and whether or not you are an existing user of the Renewables and CHP Register for the administration of other schemes such as the Renewables Obligation.

FIT related functions are available via the following tabs:-

- FIT
- FIT – Levelisation
- Reports

The screenshot shows the Ofgem E-Serve home page. At the top, there is a blue header bar with the 'ofgem E-Serve' logo on the left and links for 'Accessibility | Contact us | Site map | Links' on the right. Below the header is a green navigation bar with several tabs: 'My Account', 'Declaration', 'Certificates', 'Compliance', 'FIT - Levelisation' (which is circled in red), 'FIT', and 'Reports'. Underneath the navigation bar, there is a dark grey footer bar with 'Log out' on the left and 'Renewables System' in the center. The main content area has a light grey background. It displays a welcome message: 'Welcome to the Ofgem Renewables and CHP IT System. You are logged in as Renewable Energy Company Ltd (supplier organisation).'. Below this, there is a section titled 'Declarations for 2010/2011' with instructions: 'All the declarations for the 2010/11 period are ready for you to sign. To do so please go to the "Declaration" section of your account and select "Agree Declarations".'. A note follows: 'Please note, if your station is CHP LEC accredited and registered with us a Fully Efficient Consumption Declaration and a Partially Efficient Consumption Declaration has been generated for signing. This is because we do not yet know the 2010/11 QPO/TPO efficiency of your station(s). As such please only sign the relevant declaration for your station(s). As soon as we have the 2010/11 CHPQA certificate details from CHPQA we shall cleanse the Register to remove the incorrect Consumption Declaration.' At the bottom of the content area, it says 'You have no outstanding tasks'.

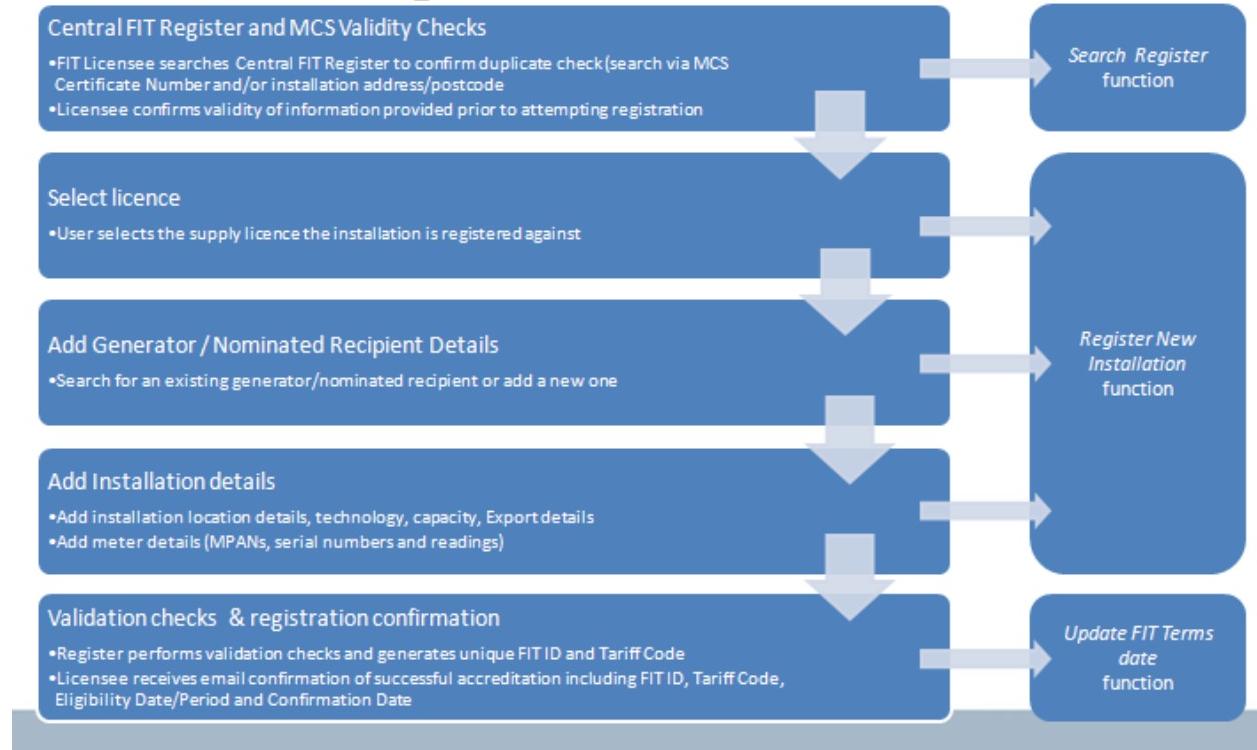
### 3. Register an Microgeneration Certification Scheme (MCS) Certified Installation

#### Chapter Summary

This chapter provides guidance on how to register an MCS Certified Installation (Photovoltaic, wind and hydro technologies with a capacity up to and including 50kW and micro CHP up to and including 2kW).

#### The end to end registration process for MCS Certified Registration

#### MCS Certified Registration



The core administrative functions provided by the Central FIT Register are accessible via the *FIT* tab on the horizontal menu. Upon clicking this, a new vertical menu with a range of functions will be displayed.

To commence the Registration for a new FIT installation, click the *Register New Installation* link.



## Register New MCS Installation

To register a new MCS certified installation,

- Click on *Register New Installation* menu option
- Select the *MCS Certificate Number* radio button
- Enter the MCS Certificate number in the field
- Click *Search* button.

The screenshot shows the 'Add new Installation' page. At the top, there are tabs for 'My Account', 'Declaration', 'Certificates', 'Compliance', 'FIT - Levelisation', 'FIT' (highlighted in green), and 'Reports'. A breadcrumb navigation shows 'Home Page > FIT > Register New Installation'. On the left is a sidebar with options: 'back to home page', 'Update Installation and Meter Details', 'Update Statement of FIT Terms', 'Search and View existing FIT Installation', 'Register New Installation' (selected and highlighted in green), 'Search for and edit existing Installation', 'Update Generator Details', 'Update Nominated Recipient Details', 'Extend an existing installation', 'Modify an existing FIT Installation', and 'Log out'. The main area has a heading 'Add new Installation'. It contains two radio buttons: 'MCS Certification Number\*' (selected) and 'ROO-FIT Accreditation Number'. Below the radio buttons is a text input field containing 'MCS-' and a 'Search' button.

Home Page > FIT > Register New Installation

**Add new Installation**

MCS Certification Number\*  
ROO-FIT Accreditation Number

Supplier Licences

Please select...  
Please select...  
SSE Energy Supply Ltd

Please select a Licence

Enter the MCS Certificate Number for the installation

Select the Supply Licence from the drop down menu

The system performs a validation check that the format is correct and the MCS certificate number is not already in the system.

The supply licence for the FIT installation is captured for levelisation purposes.

The registration process is a four step process and requires the capture of the following details:-

- Step1 - Generator details
- Step 2 - Nominated Recipient details (if applicable)
- Step 3 - Installation details
- Step 4 - Meter details

## STEP 1: Generator Details

The installation's owner, the FIT generator, must be entered for each FIT installation. The Central FIT Register uniquely identifies FIT Generators and those already on the register (with existing FIT installations) can be retrieved and assigned to a new installation. Where the generator does not already exist, they can be added and assigned as appropriate.

Select one of the following options to capture the Generator details:

### Search using Generator ID

The Generator ID is the unique identifier for each FIT Generator (assigned automatically by the system).

- a) Select *Generator ID* radio button
- b) Enter Generator ID in field
- c) Click the *Search* button

My Account Declaration Certificates Compliance FIT - Levelisation **FIT** Reports Reports

[back to home page](#)

Home Page > FIT > Generator Details  
Step 1 of 4: GENERATOR DETAILS

Please use one of the following options either to retrieve details for the previously-registered generator or to add details for a new generator:

Generator ID      [?](#)  
 Company Number      [?](#)  
 Name and Address details      [?](#)

The information entered will be used to create a new FIT Generator or retrieve existing one already entered onto the register

[Back](#) [Next](#)

OR

### Search using Generator Company Number

- a) Select the *Generator Company Number* radio button
- b) Enter the Generator's Company Number ( This is the company's Registered number and not a VAT number)
- c) Click the *Search* button

ofgem E-Serve

My Account Certificates **FIT** Reports

[back to home page](#)

Home Page > FIT > Generator Details  
Step 1 of 4: ADD GENERATOR DETAILS

Please use one of the following options either to retrieve details for the previously-registered generator or to add details for a new generator:

Generator ID      [?](#)  
 Generator Company Number      [?](#)  
 Name & Address      [?](#)

The information entered will be used to add new Generator details if the Generator is new or to find and retrieve existing Generator details if the Generator is known to the system

Generator Company Number   
[Search](#)

[Back](#) [Next](#)

OR

### Search using Generator Name and Address Details

To search for an existing Generator using a name and address:

- a) Select *Name & Address* radio button
- b) Enter details in Title, First Name, Last Name, Post Code fields
- c) Click the *Find Address* button
- d) Click on the drop down next to the Address Line 1 field and select the appropriate option
- e) Click on the *Search* button
- f) Click on the *Next* button to proceed to the next screen

Home Page > FIT > Generator Details

**Step 1 of 4: GENERATOR DETAILS**

Please use one of the following options either to retrieve details for the previously-registered generator or to add details for a new generator:

Generator ID ?  
 Company Number ?  
 Name and Address details ?

The information entered will be used to create a new FIT Generator or retrieve existing one already entered onto the register

Title\*   
First Name\*   
Last Name\*   
E-mail Address   
Postcode\*    
Address Line1\*

## Add Generator Detail

Home Page > FIT > Generator Details

**Step 1 of 4: GENERATOR DETAILS**

Please use one of the following options either to retrieve details for the previously-registered generator or to add details for a new generator:

Generator ID ?  
 Company Number ?  
 Name and Address details ?

The information entered will be used to create a new FIT Generator or retrieve existing one already entered onto the register

Title\*   
First Name\*   
Last Name\*   
E-mail Address   
Postcode\*    
Address Line1\*

The Central FIT Register uniquely identifies generators on the basis of their Name (first and last name) and address. If there is already a generator registered in the system with a similar name at the address that is being searched for then the following notification will be displayed.

This allows the user to use the generator detail already in the Register or to create a new generator record whichever is appropriate for the situation

The screenshot shows the 'Generator Details' page of the Central FIT Register. On the left is a sidebar with links like 'back to home page', 'Update Installation and Meter Details', etc. The main area has a heading 'Step 1 of 4: GENERATOR DETAILS'. It asks to use one of three options: 'Generator ID', 'Company Number', or 'Name and Address details'. Below this, a red box contains the text: 'The information entered will be used to create a new FIT Generator'. A red arrow points from this box to a red oval around a warning message. The warning message says: 'There is another generator at the same address with similar details existing with the same details. Please select "Keep my changes" to save the changes made to the existing generator. Alternatively, select another Generator from the table below.' A red circle highlights the 'Select' button in a table below. The table has columns: FIT ID, Generator ID, title\*, First Name\*, and Last Name\*. It shows two rows: one for 'Keep my changes' (selected) with values empty, and one for 'Select' with values GEN5002163, MR, P, and JONES.

FIT ID	Generator ID	title*	First Name*	Last Name*
<a href="#">Keep my changes</a>		Mr	Peter	Jones
<a href="#">Select</a>	GEN5002163	MR	P	JONES

Note: To ensure the validity of addresses, the Central FIT Register uses a Postcode address lookup database when entering addresses. If the address you require is not available, please contact the Central FIT Register Team at Ofgem via [Fitregister@ofgem.gov.uk](mailto:Fitregister@ofgem.gov.uk) for further assistance. (See support chapter)

## Confirmation of Generator on System

### 1) Generator on System

- a) If the Generator details are already on the system, this screen will be displayed.
- b) Click the *Assign this Generator* button to proceed to assign the existing generator to the new installation. If this is not the Generator you require, click *back* to return to the search screen to search again.

**Search and View existing FIT Installation**

**generator .**

Generator ID ?

Company Number ?

Name and Address details ?

The information entered will be used to create a new FIT Generator or retrieve existing one already entered onto the register

Generator ID*	GEN5002219	Search
Generator ID*	GEN5002219	
Company Number		
Generator Company Name*		
Title*	MR	
First Name*	J	
Last Name*	BROWN	
E-mail Address	andrew.amato@ofgem.gov	
Postcode*	GL11 4DS	
Address Line1*	64 ST GEORGES ROAD, DURSLEY, GLOS, UN ITED KINGDOM, GL11	

Will the FIT Generator receive  
FITs payments for this installation?  Yes  No

Installation Comments

If this is not the Generator you require, please use search again or add a new FIT Generator

## 2) Generator not on System

- a) If the Generator's details are not already on the Register, this screen will be displayed. Complete all of the mandatory fields, these are marked with an \*.
- b) Please select the appropriate radio button to identify to who the FIT payments are to be made. This is used to identify the generator as the recipient of the FIT payments.
- c) Click the *Next* button to proceed.

**Step 1 of 4: ADD GENERATOR DETAILS**

Title\*  
First Name\*  
Last Name\*  
E-mail Address\*  
Generator Company Number  
Company Name  
Postcode\*  
Address Line1\*  
Will the FIT generator receive FITs payments for this installation?  
Comments

Yes  
 No

[Back](#) [Next](#)

Any comments can be added in the comments field if necessary

**Step 1 of 4: ADD GENERATOR DETAILS**

Title\*  
First Name\*  
Last Name\*  
E-mail Address\*  
Generator Company Number  
Company Name  
Postcode\*  
Address Line1\*  
Will the FIT generator receive FITs payments for this installation?  
Comments

Yes  
 No

Comments: Test Comments

[Back](#) [Next](#)

## STEP 2: Nominated Recipient

If the FIT Generator (owner of the installation) is not going to receive FIT payments from the licensee, a nominated recipient must be added to the Register. Nominated recipients are also uniquely identified in the Central FIT Register. An existing nominated recipient can be assigned to the installation, or a new one can be added. The search options are the same as for FIT Generators.

Select one of the following options to capture the details of a nominated recipient:

### Search using the Payee ID

The Payee ID is the unique identifier for each FIT Nominated Recipient (assigned automatically by the system).

- Select *Payee ID* radio button
- Enter Payee ID in field
- Click *Search* button

OR

### Search using the Payee's Company Number

- Select *Payee Company Number* radio button
- Enter the Payee Company Number (This is the company's Registered number and not a VAT number)
- Click *Search* button

OR

## Search using Payee Name and Address Details

- Select *Name & Address* radio button
- Enter details in Title, First Name, Last Name, Post Code fields
- Click the *Find Address* button
- Click on the drop down next to the Address Line 1 field and select the appropriate option
- Click on the *Next* button.

## Add new Payee

If the nominated recipient's details are not on the system, complete the following steps:

- Complete all of the mandatory fields (marked with \*)
- Click the *Next* button to proceed.

The screenshot shows the 'Add New Payee Details' page of the Ofgem E-Serve system. The page title is 'Step 2 of 4: "NOMINATED RECIPIENT of FITs PAYMENT"'. The form includes fields for Title, First Name, Last Name, Payee Company Number, Company Name, Postcode, and Address Line 1. The 'Address Line 1' field contains 'Ofgem, 9 Millbank, LONDON, SW1P 3GE'. A 'Comments' text area has 'Test Comments' entered. Navigation buttons 'Back' and 'Next' are at the bottom.

The system uniquely identifies Nominated Recipients in the same way as it does for Generators. Therefore, if a potential duplicate is found upon searching, then as for Generators, the option to assign the existing Nominated Recipient or continue to add the one being created will be available.

Once the details of the FIT Generator and the Nominated Recipient have been added, the details of the installation itself can be entered.

Note: To ensure the validity of addresses, the Central FIT Register uses a Postcode address lookup database when entering addresses. If the address you require is not available, please contact the Central FIT Register Team at Ofgem via [Fitregister@ofgem.gov.uk](mailto:Fitregister@ofgem.gov.uk) for further assistance. (See support chapter)

## STEP 3: Installation Details

The location of the installation must be entered into the Register. This can be assigned from the address of the FIT generator or the nominated recipient (if present). Alternatively, a different address can be added. If the installation does not have a postal address (e.g. is located in a field) the Ordnance Survey (OS) grid reference should be entered. The format required is as follows: XY123456

Select one of the following options, to capture the Installation address:

### Using FIT Generator Address as Installation Address

- Select the *FIT Generator Address as Installation Address* radio button
- Click the *Next* button

The screenshot shows a web-based application for 'FIT' registration. At the top, there's a navigation bar with 'My Account', 'Certificates', 'FIT' (which is highlighted in green), and 'Reports'. Below the navigation, a sidebar on the left includes links for 'back to home page', 'Register New MCS Installation', 'Search For Existing Installation', and 'Log out'. The main content area is titled 'Step 3 of 4: ADD NEW INSTALLATION DETAILS'. It contains three radio buttons for selecting an address type: 'Use FIT Generator Address as Installation Address' (selected), 'Use Nominated Recipient Address as Installation Address', and 'Add New Installation Address'. A note below says 'Please select one of the following options to enter Installation Address.' with radio buttons for 'PostCode' and 'OS Grid Reference', where 'PostCode' is selected. At the bottom are 'Back' and 'Next' buttons.

OR

### Using Nominated Recipient Address as Installation Address

- Select *Using Nominated Recipient Address as Installation Address* (NB this option is only available where a Nominated Recipient has been registered for the installation)
- Click the *Next* button

OR

### Using New Address Details

- Select the *Add New Installation Address* radio button
- Click the *Next* button
- The following screen will display, allowing you to enter new address details if they are not on the system. Complete all of the mandatory fields (marked with \*)
- Click the *Next* button to proceed.

## Installation Address

- Enter the Postcode
- Click on the *Find Address* button. A list of possible addresses will display.
- Select the address from the list displayed.

Home Page > FIT > Installation Details  
Step 3 of 4: ADD NEW INSTALLATION DETAILS

Use FIT Generator Address as Installation Address  
 Add New Installation Address

Please select one of the following options to enter Installation Address.  
 PostCode  
 OS Grid Reference

Postcode\*

Address Line1\*

## Installation Address

- Enter the OS Grid Reference number

Home Page > FIT > Installation Details  
Step 3 of 4: ADD NEW INSTALLATION DETAILS

Use FIT Generator Address as Installation Address  
 Add New Installation Address

Please select one of the following options to enter Installation Address.  
 PostCode  
 OS Grid Reference

OS Grid Reference Number\*

Note: To ensure the validity of addresses, the Central FIT Register uses a Postcode address lookup database when entering addresses. If the address you require is not available, please contact the Central FIT Register Team at Ofgem via [Fitregister@ofgem.gov.uk](mailto:Fitregister@ofgem.gov.uk) for further assistance. (See support chapter)

## Installation Detail Screen

This screen captures more detail of the installation.

Home Page > FIT > Add Installation Details  
Step 3 of 4: ADD NEW INSTALLATION DETAILS

Installation Name

Total Installed Capacity (kW)\*

Declared Net Capacity (kW)\*

Are there any previous installations of this technology operating at this site?

Existing Total Installed Capacity (kW)\*

Existing Declared Net Capacity (kW)\*

Technology Type\*

PV Installation Type

Installation Type\*

Application Date\*

Commissioning Date\*

Is the Installation Grid Connected

Export Status Code\*

Tariff Code\*

Tariff Description\*

Rate (p/kWh)\*

Installation Comments

An installation of this technology at this location has already been registered for a different supplier. Please contact the Help Desk if you wish to change the installation to the logged in supplier.

Register New MCS Installation

Search for and edit existing Installation

Log out

Step 3 of 4: ADD NEW INSTALLATION DETAILS

Installation Name

Total Installed Capacity (kW)\*

Declared Net Capacity (kW)\*

Both the **Total Installed Capacity** and the **Declared Net Capacity** in kW of the installation must be entered. These can be found from the MCS certificate and if necessary the generator.

In order to ensure the correct tariff code is allocated to the new installation, any existing installations of the same renewable electricity generating technology

operating at the site also must be taken into account. If an existing installation(s) is outside of the FIT financial support mechanism, details of the Installed Capacity and Declared Net Capacity must be entered. If the existing installation is already in receipt of FIT payments, the new installation is classed as an extension. In this case it cannot be registered using these screens and an alternative process for registration must be used. See Chapter 7 for further details of the process required.

Are there any previous installations of this technology operating at this site?  [?](#)

Existing Total Installed Capacity (kW)\*  [?](#)

Existing Declared Net Capacity (kW)\*  [?](#)

Technology Type\*  [?](#)

**When selecting the **tick box** for previous installations you are required to provide details of the **Total Installed** and **Declared Net Capacity**.**

Existing Declared Net Capacity (kW)\*  [?](#)

Technology Type\*  [?](#)

PV Installation Type

Installation Type\*  [?](#)

Application Date\*  [?](#)

**Select the correct **Technology Type** from the drop down list.**

To ensure the allocation of the correct tariff code for a photovoltaic installation, the PV installation type must also be defined. Where the installed capacity of the installation is 4kW or less there are three options. From 4kW to 50kW (the MCS limit) there are two. These are defined as follows: -

- Retrofit – when installed on a building which is already occupied
- New Build – when installed on a new building before first occupation
- Stand-alone– when not attached to a building and not wired to provide electricity to an occupied building
- Standard – when capacity of 4kW or more is installed that is not Stand-alone.

Existing Declared Net Capacity (kW)\*

Technology Type\*

PV Installation Type

Installation Type\*

Application Date\*

Photovoltaic

Retrofit

Retrofit

New Build

Stand-alone

Select Application Date

Is the Installation Grid Connected

Select the correct PV  
**Installation type** after you have selected Photovoltaic from the drop down list.

The Installation Type is an indicator to assist in the reporting and statistical analysis of installations within the FIT scheme. There are four possible values:-

- Domestic – to be used when the installation is at a residential property
- Non Domestic (Commercial) – to be used when the installation is at a commercial site e.g. shop, offices, farms and commercial wind farms etc
- Non Domestic (Industrial) – to be used when the installation is at an industrial site e.g. factories etc.
- Community – to be used when the installation is installed on a community building e.g. churches, schools, halls and for not for profit community projects.

PV Installation Type

Stand-alone

Domestic

Non Domestic (Commercial)

Non Domestic (Industrial)

Community

Installation Type\*

Application Date\*

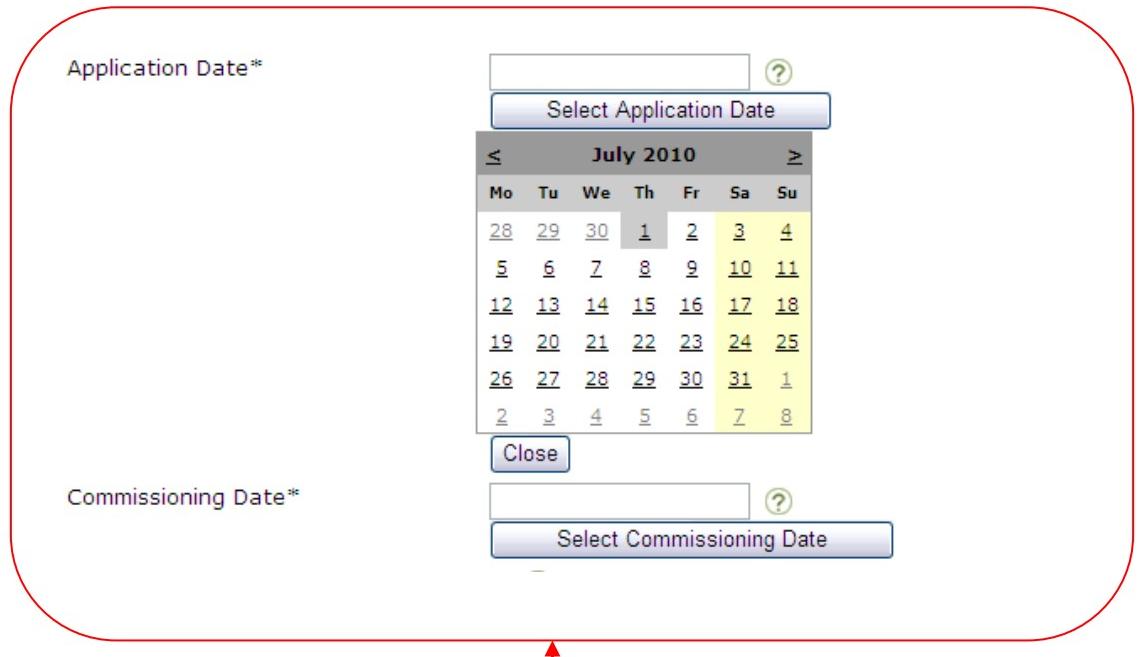
Is the Installation Grid Connected

Export Status Code\*

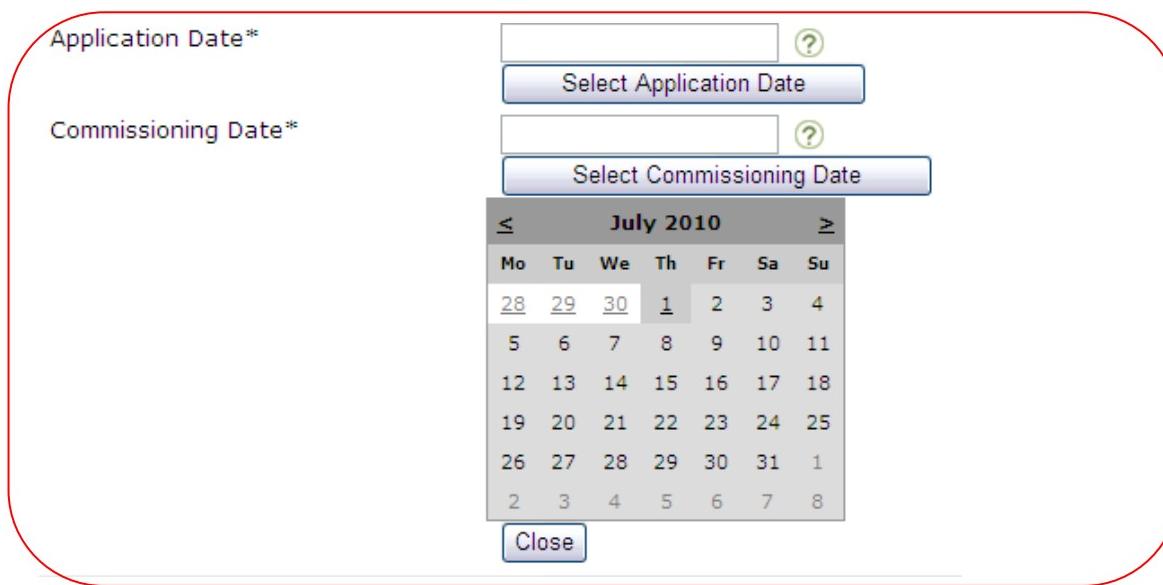
No Export (off grid)

Select the most appropriate  
**Installation type** from the drop down list.

The application date is the date the FIT Generator applied to the Licensee to request FIT Payments. For MCS Certified Installations, the Application Date will also become the Eligibility Date, the date from which FIT payments are accrued.



Select the correct date for the application from the date picker.



Select the correct date for the commissioning from the date picker.

If the installation is connected to the licensed electricity distribution network this should be indicated using the check box illustrated. If the installation is not grid connected then an export status code cannot be selected and export payments cannot be made. If the total installed capacity of the installation is 30kW or less the export can be "deemed" so that an export meter is not required. Should a FIT Generator wish to receive export payments outside of FIT the "Export (negotiated tariff)" option should be selected, this requires an export meter to be fitted.

The screenshot shows a user interface for selecting application data. At the top is a button labeled "Select Application Data". Below it is a section titled "Is the Installation Grid Connected" with a checked checkbox. To the right of this is a dropdown menu for "Export Status Code" containing the following options: "No Export", "Export (deemed)", "Export (std tariff)", and "Export (negotiated tariff)". Below this section are fields for "Tariff Code\*", "Tariff Description\*", and "Rate (p/kWh)\*". To the right of the rate field is a "Get Tariff" button. A callout box points from the "Is the Installation Grid Connected" checkbox to the "Export Status Code" dropdown, containing the text: "When selected the Tick Box for grid connection you are required to select the correct **Export Status Code** from the drop down list."

## STEP 4: Add Meter Details

The final stage of the MCS certified registration process is to provide the details of the meters at the installation.

Select the required *Meter Type* from the drop down menu

If the installation is grid connected, the supply MPAN(s) at the site of the installation must be entered. Details of the generation meter (serial number) are also required together with the starting generation meter reading and the date of the reading.

Where an export meter is present, the MPAN of the meter must also be provided. Please note that all MPAN's are the 13 digit core MPAN.

The supply MPAN's should be for the location of the installation and not for the generator or the nominated recipients own supply.

If the installation is off grid, a supply MPAN cannot be entered.

Home Page > FIT > Meter Details  
Step 4 of 4: METER DETAILS

Extension Reference	Meter Type	Serial Number/MPAN
FITXXXXXX-1	Generation	<input type="text"/> Enter Serial Number/MPAN here <a href="#">Add</a>

**Select the correct **Meter Types** from the drop down list.**

**Enter **Serial number or MPAN number****

**Save**

**Back**

Home Page > FIT > Meter Details  
Step 4 of 4: METER DETAILS

Extension Reference	Meter Type	Serial Number/MPAN
FITXXXXXX-1	Supply	111111111111 <a href="#">Edit</a>
FITXXXXXX-1	Generation	222222222222 <a href="#">Edit</a>

Please enter MeterReadings

Serial Number	Start Meter Reading Date	Start MeterReading
222222222222	<input type="text"/> Enter new Start MeterReadingDate	<input type="text"/> Enter Start MeterReading here <a href="#">Add</a>

**Enter Start Meter reading date**

**Enter Start Meter reading**

**Save**

**Back**

Home Page > FIT > Meter Details  
Step 4 of 4: METER DETAILS

Extension Reference	Meter Type	Serial Number/MPAN
FITXXXXXX-1	Supply	111111111111 <a href="#">Edit</a>
FITXXXXXX-1	Generation	222222222222 <a href="#">Edit</a>
FITXXXXXX-1	Generation	<input type="text"/> Enter Serial Number/MPAN here <a href="#">Add</a>

Serial Number	Start Meter Reading Date	Start MeterReading
222222222222	28/06/2010	123 <a href="#">Edit</a>

**Please confirm information provided is correct.**

**Yes**   **No**

**Save**

**Back**

**Confirm that information provided is correct**

## Confirmation Page

This page is displayed to confirm what details have been entered. Details will also be emailed to the user and the nominated email address for the licensee.

[back to home page](#)

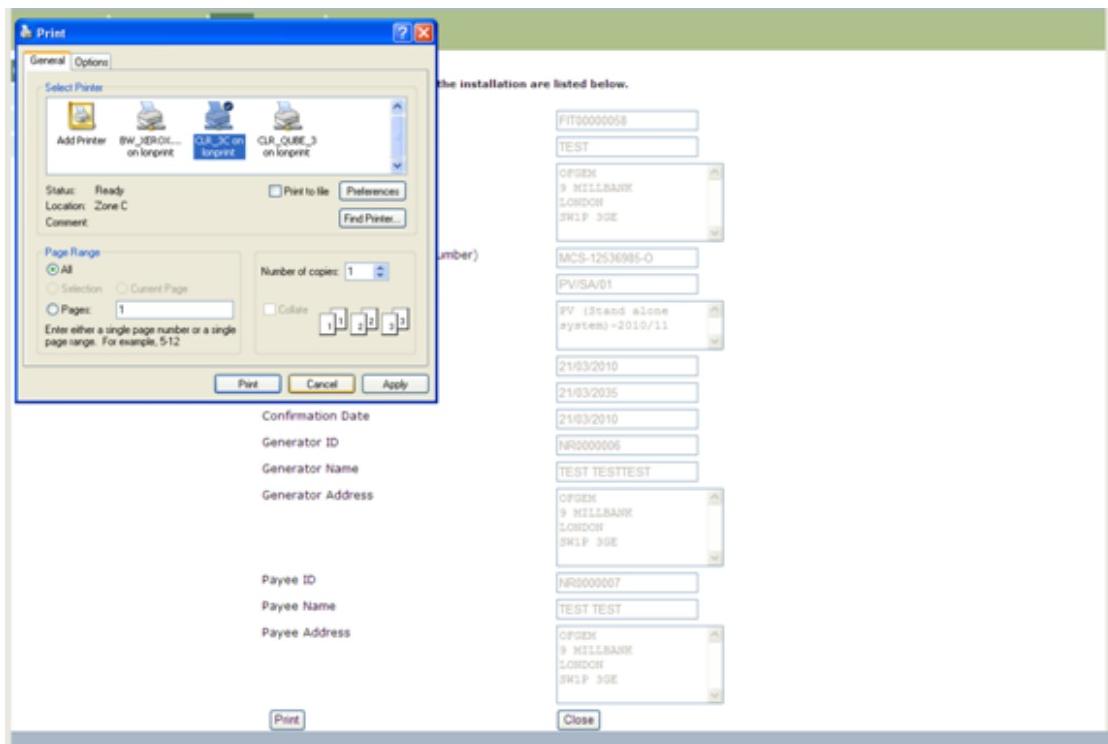
Home Page > FIT > Confirmation

**Central FIT Register entries for the installation are listed below.**

FIT ID	FIT00002386
Installation Name	
Installation Address	1 ABBEY ROAD SEXLEYHEATH DA7 4BD
Accreditation Number(MCS Number)	MCS-454545-a
Tariff Code	WD/1.5-15/01
Tariff Code Description	Wind (>1.5-15kW) - 2010/11
Tariff Rate	26.7000
Eligibility Date	28/06/2010
Eligibility End Date	28/06/2030
Commissioning Date	01/06/2010
Confirmation Date	28/06/2010
Generator ID	GEN5002163
Generator Name	MR P JONES
Generator Address	1 ABBEY ROAD SEXLEYHEATH DA7 4BD
Installation Status Code	Normal
Payment Status Code	Pending FIT Terms

[Print](#) [Close](#)

## Print Confirmation Details



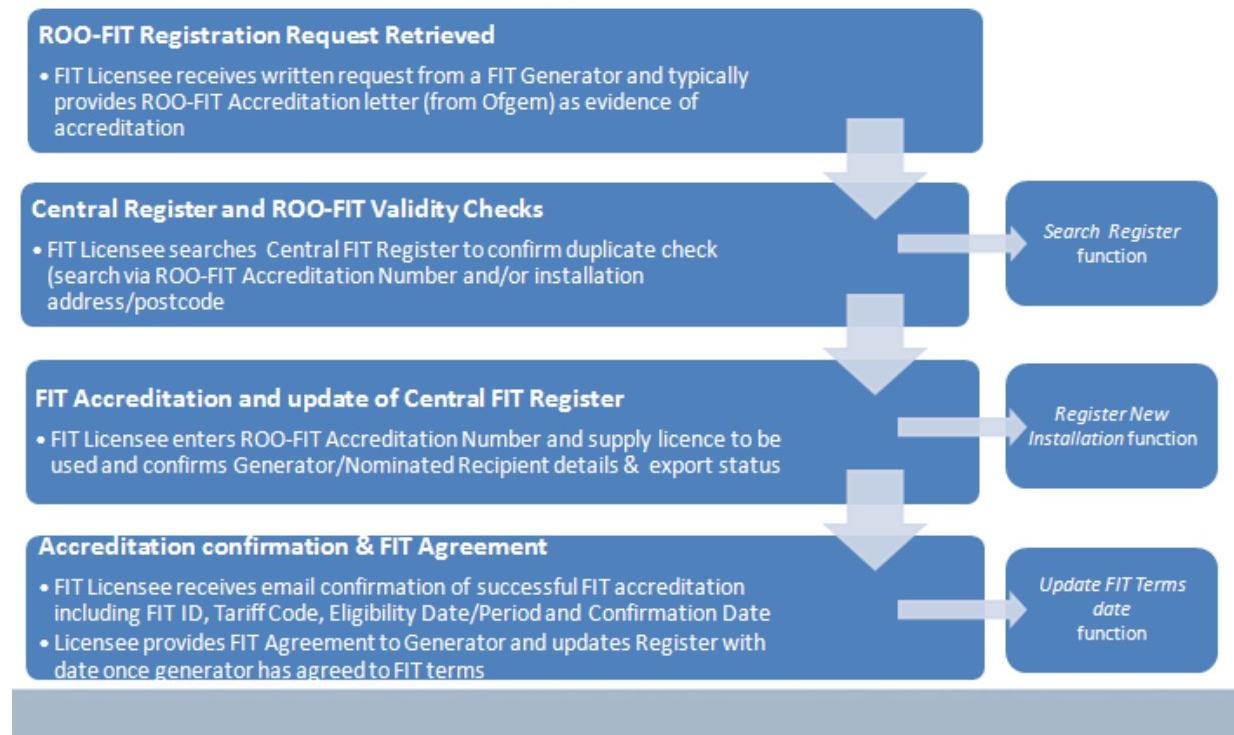
## 4. Register an ROO-FIT Installation

### Chapter Summary

This Chapter provides guidance on the process to register a ROO-FIT Accredited installation (Photovoltaic, Wind and Hydro with capacity greater than 50kW up to and including 5MW and all Anaerobic Digestion installations up to and including 5MW).

### The end to end process for ROO-FIT Accredited Registration

## ROO-FIT Accredited Registration



ROO-FIT Accreditation is achieved through the Accreditation function within the Renewables and CHP Register. Once accredited, the Generator receives a notification letter from the Renewables & CHP team at Ofgem. This provides details for the FIT Licensee such as the ROO-FIT Accreditation Number.

The ROO-FIT Accredited Registration process requires little additional direct data input from licensees as much of the data is sourced directly from the Accreditation database within the Renewables and CHP Register.

## Add new installation

To register a new ROO-FIT Accredited installation,

- a) Click on *Register New Installation* menu option
- b) Select the *ROO-FIT Accreditation Number* radio button
- c) Enter the ROO-FIT Accreditation Number provided in the field
- d) Click *Search* button.

Select correct **Licence** from drop down menu

## Confirm Generator/Nominated Recipient details

The Generator details are imported from the Accreditation database. However, the licensee should confirm that these match with the Generator's Accreditation Letter from Ofgem. The licensee must also confirm if the Generator will receive the FIT payments or if the addition of a Nominated Recipient is required.

Once this has been completed, click the *Next* button.

back to home page

Home Page > FIT > Add New Generator  
Step 1 of 4: GENERATOR DETAILS

Title*	Generation
First Name*	Helen
Last Name*	Burton
E-mail Address	Chandra.Kotakadi@ofgem
Company Number	Thames Water Utilities Lt
Company Name	Thames Water Utilities Lt
Postcode*	RG1 8DB
<input type="button" value="Find address"/>	
Will the FIT Generator receive FITs payments for this installation?	
<input checked="" type="radio"/> Yes	
<input type="radio"/> No	
Installation Comments	
<input type="button" value="Back"/>	<input type="button" value="Next"/>

Select if this generator will be receiving FITs Payments



## Confirm Export Status

The licensee cannot change any installation or metering details for the installation. However, where the installation is grid connected, the licensee must confirm the Export Status for the installation by selecting the appropriate option from the *Export Status Code* dropdown list.

Then click *Get Tariff* to confirm the tariff code of the installation.

Home Page > FIT > Add Installation Details  
**Step 3 of 4: ADD NEW INSTALLATION DETAILS**

Installation Name

Installation Address  62, London, England

Installation Post code

Installation\_OS Grid reference  AB076567

Total Installed Capacity (kW)\*  200.00

Declared Net Capacity (kW)\*  200.00

Are there any previous installations of this technology operating at this site?

Existing Total Installed Capacity (kW)  0.00

Existing Declared Net Capacity (kW)  0.00

Technology Type\*

PV Installation Type

Installation Type\*

Application Date\*  26/06/2010

Commissioning Date\*  12/06/2010

Is the Installation Grid Connected

Export Status Code\*

Tariff Code\*

Tariff Description\*

Rate (p/kWh)\*

Installation Comments

back to home page

Update Installation and Meter Details

Update Statement of FIT Terms

Search and View existing FIT Installation

Register New Installation

Search for and edit existing Installation

Update Generator Details

Update Nominated Recipient Details

Extend an existing installation

Modify an existing FIT Installation

Log out

Update Installation and Meter Details

Installation Name

Installation Address  62, London, England

Installation Post code

Installation\_OS Grid reference  AB076567

Total Installed Capacity (kW)\*  200.00

Declared Net Capacity (kW)\*  200.00

Are there any previous installations of this technology operating at this site?  [?](#)

Existing Total Installed Capacity (kW)\*  0.00 [?](#)

Existing Declared Net Capacity (kW)\*  0.00 [?](#)

Technology Type\*  Hydro

PV Installation Type  N/A

Installation Type\*  Domestic [?](#)

Application Date\*  26/06/2010 [?](#)

Commissioning Date\*  12/06/2010 [?](#)

Is the Installation Grid Connected  [?](#)

Export Status Code\*  No Export

Tariff Code\*  HY/100-2M/01

Tariff Description\*  Hydro (>100kW-230kW) - 2010/11

Rate (p/kWh)\*  11.00

[Get Tariff](#)

Installation Comments

[Back](#) [Next](#)

## Meter Details

No changes can be made to meter details provided via the ROO-FIT accreditation process. Click the *Next* button to continue.

Home Page > FIT > Meter Details  
Step 4 of 4: METER DETAILS

Meter Details			
Extension Reference	Meter Type	Serial Number/MPAN	
FIT00002387-1	Generation	545675676578	<a href="#">Edit</a>
Serial Number	Start Meter Reading Date	Start MeterReading	
545675676578	20/06/2010	565467	<a href="#">Edit</a>

[Next](#)

A confirmation screen is then displayed which can be printed if required and an email notification confirming the successful registration is sent to the licensee.

Home Page > FIT > Confirmation

**Central FIT Register entries for the installation are listed below.**

<a href="#">back to home page</a>	
<a href="#">Update Installation and Meter Details</a>	FIT ID FIT00002387
<a href="#">Update Statement of FIT Terms</a>	Installation Name <input type="text"/>
<a href="#">Search and View existing FIT Installation</a>	Installation Address AB876567 <input type="text"/>
<a href="#">Register New Installation</a>	
<a href="#">Search for and edit existing Installation</a>	
<a href="#">Update Generator Details</a>	Accreditation Number(ROO-FIT) FHD00001EN
<a href="#">Update Nominated Recipient Details</a>	Tariff Code HY/100-2M/01
<a href="#">Extend an existing installation</a>	Tariff Code Description Hydro (>100kW-2MW) - 2010/11 <input type="text"/>
<a href="#">Modify an existing FIT Installation</a>	Tariff Rate 11.0000
<a href="#">Log out</a>	Eligibility Date 26/06/2010
	Eligibility End Date 26/06/2030
	Commissioning Date 12/06/2010
	Confirmation Date 28/06/2010
	Generator ID GEN0176599
	Generator Name GENERATION HELEN BU <input type="text"/>
	Generator Address THAMES WATER PLC BUSINESS CENTRE WESTERN ROAD READING RG1 8DB <input type="text"/>
	Installation Status Code Normal
	Payment Status Code Pending FIT Terms

[Print](#)      [Close](#)

## 5. Search and View an existing FIT Installation

### Chapter Summary

This chapter provides details of how licensees can search the Central FIT Register and view the details of those installations they have already registered and are making FIT payments to.

This function allows the FIT Licensee to perform a search for installations within both the Central FIT Register and the broader Renewables and CHP Register. Where the licensee has registered the FIT installation, the details can also be viewed. Where a previously registered generator/installation has failed to agree FIT Terms with the licensee and has been "Released", these installations are visible to all licensees until they are re-assigned.

There are different search options that can be used, depending on the information available to the user.

### Search on FIT ID or MCS Certification Number

The licensee can search on a suitable reference number such as the MCS Certificate Number, the ROO-FIT Accreditation Number, the RO Accreditation Number (for migrated RO stations) or the FIT ID, the unique identifier within the Central FIT Register.

- Enter the appropriate reference number
- Click *Submit* button

## Search on Postcode

- a) Enter the Postcode and click on the *Submit* button  
**OR**
- a) Enter the Postcode and click on the *Find Address* button to search for the exact address.
- b) Click on drop down menu and select the correct address.
- c) If the detail is correct, click on the *Submit* button.

ofgem E-Serve

My Account Certificates FIT Reports

back to home page Home Page > FIT > SearchFIT Accessibility | Contact us | Site map | Links

Register New MCS Installation Search For Existing Installation Log out

Search Options
  Search By MCS Certificate Number/ROO-FIT/RO Accreditation Number/FIT ID
  Search By Address or Postcode

Enter a Postcode\* SW1P 3GE

Address List Find Address

Select an Address Select an Address

Ofgem 9 Millbank, LONDON

Address1  
Address2  
Town/City  
Postcode

Submit

ofgem E-Serve

My Account Certificates FIT Reports

back to home page Home Page > FIT > SearchFIT Accessibility | Contact us | Site map | Links

Register New MCS Installation Search For Existing Installation Log out

Search Options
  Search By MCS Certificate Number/ROO-FIT/RO Accreditation Number/FIT ID
  Search By Address or Postcode

Enter a Postcode\* SW1P 3GE

Address List Find Address

Ofgem 9 Millbank, LON

Ofgem  
9 Millbank  
LONDON  
SW1P 3GE

Address1  
Address2  
Town/City  
Postcode

Submit

The Search will generate a list of registered installations that is displayed as a list:

- a) Locate the detail that you wish to view
- b) Click on View

My Account | FIT - Levelisation | FIT | Reports |

Home Page > FIT > View AllGeneratorInstallations  
Generator Installations  
Back

FIT ID	Technology Name	Accreditation No	Commissioning Date	Application Date	View
FIT00001543	Photovoltaic	MCS-00005653-W		14/05/2010	<a href="#">View</a>

Select the **view** option of the FIT ID to see generator details

FIT Licensees can only view the details of those installations that they have registered.

## Viewing Installation Details

When viewing details of an installation the screen is split into 2 areas:-

View Installation Details

**Core Details**

FIT ID	FIT00002130	Licence Name	FITLicence
Installation Address		Installation Status Code	Normal
Address Line 1	2 CASTLE STREAM COU	Technology Type	Photovoltaic
Address Line 2		Installation Type	Domestic
Address Line 3		PV Installation Type	Retrofit
Town / City	DURSLEY	Is the Installation Grid Connected	<input type="checkbox"/>
Postcode	GL11 5GN	Existing Total	0.0000
Installation OS Grid Ref		Existing Declared Net Capacity (kW)	0.0000

**Tab details view**

Generator Details | Installation & Meter Details | Installation History | Modifications | Linked Installations

<b>Generator Details</b>		<b>Nominated Recipient Details</b>	
Generator Name	MR D SMITH	Name	MR PAUL WEBB
Generator Company Name		Company Name	
Generator Company Number		Company Number	
Generator Address	63 MAY LANE DURSLEY GL11 4HU		
Generator status code	Normal	Nominated recipient status code	Normal
Is generator the nominated recipient for the FITs payments ?	No		
Generator Comments	30/06/2010 qweaq 30/06/2010 m 30/06/2010 asdf 29/06/2010 Will the Generator re		
Nominated Recipient Comments			

## Core Details View

The core details view is always visible regardless of what tab is displayed.

### View Installation Details

Core Details		Licence Name	FIT Licence
FIT ID	FIT00002430	Licence Name	FIT Licence
Installation Address			
Address Line 1	2 CASTLE STREAM COU	Installation Name	
Address Line 2		Technology Type	Photovoltaic
Address Line 3		Installation Type	Domestic
Town / City	DURSLEY	PV Installation Type	Retrofit
Postcode	GL11 5GN	Is the Installation Grid Connected	<input type="checkbox"/>
Installation OS Grid Ref		Existing Total Net Capacity (kW)	0.0000
		Existing Declared Net Capacity (kW)	0.0000
Installation Status Code			
		Payment Status Code	Normal
		Export Status Code	No Export (off grid)
		Application Date*	30/06/2010
		FIT Terms Agreed Date	

The Tab details view shows a range of tabs which display relevant information about the installation. The following tabs are available:-

- Generator Details
- Installation & Meter Details
- Installation History
- Modifications
- Linked Installations

## View Generator Detail

This view shows details of the Generator and if present the Nominated Recipient.

Generator Details	Installation & Meter Details	Installation History	Modifications	Linked Installations
Generator & Nominated Recipient Details				
<b>Generator Details</b> Generator Name: MR D SMITH		<b>Nominated Recipient Details</b> Name: MR PAUL WEBB		
Generator Company Name: <input type="text"/>		Company Name: <input type="text"/>		
Generator Company Number: <input type="text"/>		Company Number: <input type="text"/>		
Generator Address: 63 MAY LANE DURSLEY GL11 4HU		Address: OFGEM 9 MILLBANK SW1P 3GE		
Generator status code: Normal		Nominated recipient status code: Normal		
Is generator the nominated recipient for the FITs payments ? <input type="checkbox"/> No		Nominated Recipient Comments: 30/06/2010 : qweqw 30/06/2010 : rrr 30/06/2010 : asdf 29/06/2010 : Will the Generator re 27/06/2010 : test		
Generator Comments: <input type="text"/>				

## View Installation and Meter Detail

This view shows details of the installations such as the capacity, accreditation details, tariff code and rate and eligibility details.

Meter details, reading and MPANs are also displayed.

Generator Details   Installation & Meter Details   Installation History   Modifications   Linked Installations																																											
Accredited Installation Details																																											
<table border="1"> <thead> <tr> <th>Extension Reference</th> <th>Accreditation No</th> <th>Commissioning Date</th> <th>TIC</th> <th>DNC</th> <th>Tariff Code</th> <th>Tariff Rate</th> <th>Eligibility Date</th> <th>Eligibility End Date</th> <th>Confirmation Date</th> <th>Payment Split %</th> </tr> </thead> <tbody> <tr> <td>FIT00002430-1</td> <td>MCS-44444444-J</td> <td>30/06/2010</td> <td>3.0000</td> <td>3.0000</td> <td>PV-R/0-4/01</td> <td>41.3000</td> <td>30/06/2010</td> <td>29/06/2035</td> <td>30/06/2010</td> <td></td> </tr> </tbody> </table>											Extension Reference	Accreditation No	Commissioning Date	TIC	DNC	Tariff Code	Tariff Rate	Eligibility Date	Eligibility End Date	Confirmation Date	Payment Split %	FIT00002430-1	MCS-44444444-J	30/06/2010	3.0000	3.0000	PV-R/0-4/01	41.3000	30/06/2010	29/06/2035	30/06/2010												
Extension Reference	Accreditation No	Commissioning Date	TIC	DNC	Tariff Code	Tariff Rate	Eligibility Date	Eligibility End Date	Confirmation Date	Payment Split %																																	
FIT00002430-1	MCS-44444444-J	30/06/2010	3.0000	3.0000	PV-R/0-4/01	41.3000	30/06/2010	29/06/2035	30/06/2010																																		
Meter Details																																											
<table border="1"> <thead> <tr> <th colspan="2">Extension Reference</th> <th colspan="2">Meter Type</th> <th colspan="5">Serial Number/MPAN</th> <th colspan="2"></th> </tr> </thead> <tbody> <tr> <td colspan="2">FIT00002430-1</td> <td colspan="2">Generation</td> <td colspan="5">9999999X2</td> <td colspan="2">Edit</td> </tr> <tr> <td colspan="2">FIT00002430-1</td> <td colspan="2">Generation</td> <td colspan="5">789A3</td> <td colspan="2">Edit</td> </tr> </tbody> </table>											Extension Reference		Meter Type		Serial Number/MPAN							FIT00002430-1		Generation		9999999X2					Edit		FIT00002430-1		Generation		789A3					Edit	
Extension Reference		Meter Type		Serial Number/MPAN																																							
FIT00002430-1		Generation		9999999X2					Edit																																		
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Installation Comments																																											
<table border="1"> <tr> <td>Installation Comments</td> <td></td> </tr> </table>											Installation Comments																																
Installation Comments																																											

## View Installation history

This view shows details of previous Generators and Nominated Recipients for the installation

Generator Details   Installation & Meter Details   Installation History   Modifications   Linked Installations																							
Installation History Details																							
<table border="1"> <thead> <tr> <th>Generator ID</th> <th>Generator Name</th> <th>Generator Address</th> <th>Start Date</th> <th>End Date</th> <th></th> </tr> </thead> <tbody> <tr> <td>GEN5002018</td> <td>MR P SMITH</td> <td>8 WANSUNT ROAD BEXLEY DA5 2DQ</td> <td>29/06/2010</td> <td>29/06/2010</td> <td></td> </tr> <tr> <td>GEN5002195</td> <td>MR P SMITH</td> <td>8 WANSUNT ROAD DA5 2DQ</td> <td>29/06/2010</td> <td>29/06/2010</td> <td></td> </tr> </tbody> </table>						Generator ID	Generator Name	Generator Address	Start Date	End Date		GEN5002018	MR P SMITH	8 WANSUNT ROAD BEXLEY DA5 2DQ	29/06/2010	29/06/2010		GEN5002195	MR P SMITH	8 WANSUNT ROAD DA5 2DQ	29/06/2010	29/06/2010	
Generator ID	Generator Name	Generator Address	Start Date	End Date																			
GEN5002018	MR P SMITH	8 WANSUNT ROAD BEXLEY DA5 2DQ	29/06/2010	29/06/2010																			
GEN5002195	MR P SMITH	8 WANSUNT ROAD DA5 2DQ	29/06/2010	29/06/2010																			

## View Modifications

This view shows any modifications that have been made to the installation. Modifications are changes to an accredited FIT installation that could affect its eligibility. However, extensions are not classed as modifications. More details of modifications can be found in Chapter 7 (Modify an existing installation).

Generator Details   Installation & Meter Details   Installation History   Modifications   Linked Installations			
Modifications Category	Modification Summary	Modification Details	Date
Information	test	test	29/06/2010

## View Linked Installations

This view shows details of other FIT installations that are linked to the one being viewed by virtue of a shared generator or nominated recipient.

Generator Details							
FIT ID	Technology	Installation Address	Installation Type	Export Status code	Installation Status code	Payment Status code	Confirmation Date
FIT00002434	Wind	63 MAY LANE GL11 4HU	Domestic	No Export (off grid)	Normal	Pending FIT Terms	30/06/2010

Payee Details							

## 6. Update Installation and Meter details

### Chapter Summary

This chapter provides details of how to update certain installation and meter details for an existing FIT installation.

To update these details select the *Update Installation and Meter Details* link. Enter FIT ID and click the *Submit* button.



Home Page > FIT > Update Installation and Meter Details

FIT ID

A screenshot of a web page titled 'Update Installation and Meter Details'. On the left is a sidebar with various links. In the center, there's a form with a red oval drawn around the 'FIT ID' input field and the 'Submit' button below it. The 'FIT ID' field contains 'FIT00001545'.

Click on *Edit* button to access the edit details screen



Home Page > FIT > Update Installation and Meter Details

FIT ID

Installations

Scheme	Technology Name	Accreditation No	Accreditation Date	Commissioning Date*	FIT ID	Edit
FIT	Photovoltaic	MCS-00005383-P	29/06/2010	01/01/0001	FIT00001545	

## Update Installation Detail

It is possible to update the following details:-

- Licence Name
- Installation Name
- Installation Type
- Add new meter
- Export Status Code (to be available shortly)

Should any other details need to be changes please contact the Central FIT Register Team at Ofgem via [FITregister@ofgem.gov.uk](mailto:FITregister@ofgem.gov.uk).

Home Page > FIT > Update Installation and Meter Details

**Core Details**

FIT ID	FIT00001545	Licence Name	E.ON Energy Ltd
Installation Address		Installation Name	
Address Line 1	TILTWARREN	Technology Type	Photovoltaic
Address Line 2	AVENUE ROAD	Installation Type	Domestic
Address Line 3		PV Installation Type	Retrofit
Town / City	COBHAM	Is the Installation Grid Connected	<input checked="" type="checkbox"/>
Postcode	KT11 3HW	Application Date*	27/05/2010
Installation OS Grid Ref		FIT Terms Agreed Date	07/06/2010
Existing Total Net Capacity (kW)		Existing Declared Net Capacity (kW)	

**Accredited Installation Details**

Accredited Installation ID	Extension Reference	Accreditation No	Commissioning Date	T>nEFF	T>nEFF	Eligibility Date	Eligibility End Date	Confirmation Date	Payment Split %
1543	FIT00001545-1	MCS 000053				7/05/2010	26/05/2035	07/06/2010	

**Meter Details**

Extension Reference	Meter Type	Serial Number/MPAN
FIT00001545-1	Supply	1900015060983
FIT00001545-1	Generation	09091660
FIT00001545-1	Generation	Enter Serial Number/MPAN here

**Meter Reading Details**

Serial Number	Start Meter Reading Date	Start MeterReading
09091660	27/05/2010	0

**Enter Meter details**

Enter the meter type and serial number/MPAN as well as the starting meter reading and the date of reading.

Please enter MeterReadings

Meter Reading Details			
Serial Number	Start Meter Reading Date	Start MeterReading	
09091660	27/05/2010	0	<a href="#">Edit</a>
1234567891234	<input type="text" value="Enter new Start MeterReadingDate"/>	<input type="text" value="Enter Start MeterReading here"/>	<a href="#">Add</a>

[Submit](#)

## Confirmation Message

A message confirming that the information provided is correct will appear.

Meter Reading Details			
Serial Number	Start Meter Reading Date	Start MeterReading	
09091660	27/05/2010	0	<a href="#">Edit</a>
1234567891234	29/06/2010	2	<a href="#">Edit</a>

[Submit](#)

Please confirm the information provided is correct

[Yes](#) [No](#)

Confirm the  
information provided  
is correct

When records on the Central FIT Register are updated a notification email is sent to the licensee as well as the generator.

## 7. Modify an existing FIT Installation

### Chapter Summary

This chapter provides guidance for Licensees with regard to making modifications to an existing FIT installation.

Modifications are changes to an accredited FIT installation that could affect its eligibility. However, extensions are not classed as modifications. Examples of modifications could be changes to components of a installation or replacement of a meter post registration/accreditation.

There are 3 classes of modification that can be entered into the Central FIT Register

- Information – modifications that are provided for information purposes only, for example the replacement of an existing meter with another approved meter
- Suspension – modifications that are sufficiently serious that the licensee requires further investigation to determine the continued eligibility within the scheme and that during this time the installation/generator and FIT payments be temporarily suspended.
- Removal – modifications that are sufficiently serious that the licensee has requested the installation be removed from the Central FIT Register as is no longer eligible to receive FIT payments.

To enter a modification, select the *Modify an existing FIT installation* link. Enter the FIT ID and click the *Submit* button.

The screenshot shows a left-hand sidebar with a green header bar containing a 'back to home page' link. Below this are ten menu items, each preceded by a grey triangle icon:

- Register New Installation
- Search and View existing FIT Installation
- Update Installation and Meter Details
- Modify an existing FIT Installation** (This item is highlighted in blue)
- Update Generator Details
- Update Nominated Recipient Details
- Extend an existing installation
- Update Statement of FIT Terms
- Log out

The main content area has a light grey background. At the top right, it says "Home Page > FIT > Manage FITs Installation". In the center, there is a form field labeled "FIT ID" with a small question mark icon next to it. To the right of the field is a blue rectangular "Submit" button. A large red oval is drawn around both the "FIT ID" field and the "Submit" button.

The Core details screen for the installation is shown together with a modifications grid.

Core details

Modification details

Modification reference	Modification request category	Modification subject	Modification details	Date
<input type="text"/>	<input type="button" value="..... Please select ....."/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add

## Modification detail

- a) Select correct modification category
- b) Enter Modification Subject (this is a summary of the modification, e.g. meter replacement)
- c) Enter Modification detail (this is a textual description of the modification)
- d) Click the Add button

Modification details

Modification reference	Modification request category	Modification subject	Modification details	Date
<input type="text"/>	<input type="button" value="..... Please select ....."/> <input type="button" value="..... Please select ....."/> Information Suspend Remove	<input type="text"/>	<input type="text"/>	<input type="text"/>

Select the correct modification category from the drop down menu

Where the *Modification Category* selected is *Suspend* or *Remove* an automated email is sent to the Central FIT Register team at Ofgem to inform them of the modification so that the appropriate action can be taken

Home Page > FIT > Modify an existing FIT Installation

### Modify an existing FIT Installation

**Core Details**

FIT ID	FIT00001540	Licence Name	E.ON Energy Ltd
Installation Address		Installation Status Code	Normal
Address Line 1	37 COLLEGE ROAD	Technology Type	Photovoltaic
Address Line 2	SYSTON	Installation Type	Domestic
Address Line 3		PV Installation Type	Retrofit
Town / City	LEICESTER	Is the Installation Grid Connected	<input checked="" type="checkbox"/>
Postcode	LE7 2AQ	FIT Terms Agreed Date	24/06/2010
Installation OS Grid Ref		Existing Net Capacity (kW)	Declared Net Capacity (kW)
Existing Total Net Capacity (kW)			

**Modification details**

Modification reference	Modification request category	Modification subject	Modification details	Date
MOD-1	Information	test	test	29/06/2010 11:31:04
	..... Please select .....			
<b>Submit</b>				Add

Click "submit" when finished with the modification

A modification reference and the date will be entered by the system automatically when the modification is submitted.

## 8. Update Generator Details

### Chapter Summary

This chapter provides guidance for Licensees with regard to updating the details for the Generator (owner) for an existing FIT installation.

To update these details, click the *Update Generator Details* link.  
Enter the FIT ID and click on *Search* Button

The screenshot shows a user interface for updating generator details. On the left, there's a sidebar with a 'back to home page' link and several other options: 'Register New Installation', 'Search and View existing FIT Installation', 'Update Installation and Meter Details', 'Modify an existing FIT Installation', 'Update Generator Details' (which is highlighted in blue), 'Update Nominated Recipient Details', 'Extend an existing installation', 'Update Statement of FIT Terms', and 'Log out'. The main content area has a header 'Home Page > FIT > Update Generator Details' and a title 'Update Generator Details'. Below the title is a form with a 'FIT ID' input field and a 'Search' button. A red oval highlights the 'FIT ID' field and the 'Search' button.

There are two options available for licensees when updating generator details:-

- Edit existing details – updating a detail for a generator, e.g. email address but the existing generator remains the owner of the installation.
- Assign a new Generator – removing the current generator (owner) and assigning a new one, e.g. the existing generator has moved house and the ownership of the installation has passed to the new home owner.

### Update Generator Detail

Home Page > FIT > Update GeneratorDetails

**Update Generator Details**

Search

FIT ID	FIT00001540	?
<input type="button" value="Search"/>		

Search Results

FIT ID	Technology	Accreditation	Commissioning Date*	Application Date*	
FIT00001540	Photovoltaic	MCS-00005658-S	N/A	07/06/2010	<input type="button" value="Edit existing details"/> <input type="button" value="Assign another generator to this installation"/>

Edit existing

Assign new

## Edit Existing Detail

Make the required changes to the existing details and provide suitable comments to detail the reason for the update

Home Page > FIT > Update GeneratorDetails

**Update Generator Details**

**Edit existing FIT Generator details**

[Back to search](#)

Generator ID	GEN5001408
Title*	<input type="text"/>
First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Enter a Postcode*	<input type="text"/> <a href="#">Find Address</a>
Address List	<a href="#">Select An address</a>
Address1	37 COLLEGE ROAD
Address2	SYTON
Town/City	LEICESTER
Postcode	LE7 2AQ
Company Name	<input type="text"/> <a href="#">?</a>
Company Number	<input type="text"/> <a href="#">?</a>
E-mail Address	<input type="text"/>
Is generator the Nominated Recipient of FITS Payment ?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Comments History	<div style="border: 1px solid black; height: 100px; width: 100px;"></div>
Comments*	<div style="border: 1px solid black; height: 100px; width: 100px;"></div>
Generator status code	<input type="text" value="Normal"/>
<input type="button" value="Submit"/>	

The comments field is mandatory

An confirmation box confirming that the detail provided is correct appear

Home Page > FIT > Update GeneratorDetails

### Update Generator Details

[Edit existing FIT Generator details](#)

[Back to search](#)

Please confirm information provided is correct.

Generator ID	GEN5001408
Title*	Mr
First Name*	Charles
Last Name*	Glass
Enter a Postcode*	SW1P 3GE <a href="#">(?)</a>
<a href="#">Find Address</a>	

[Yes](#) [No](#)

Confirm that the data provided is correct

## Transfer of payments to Nominated Recipient

It is possible to add a Nominated Recipient to the installation by changing the following detail.

Will the FIT Generator receive FITs payments for this installation?

Yes  
 No

A confirmation message is displayed, see overleaf.

The screenshot shows the 'Update Generator Details' page. On the left is a sidebar with navigation links. The main area has fields for 'Generator ID' (GEN5001406), 'Title' (Mr), 'First Name' (Charles), 'Last Name' (Glass), 'Postcode' (SW1P 3GE), 'Address List' (Ofgem, 9 Millbank, LONDON), 'Company Name' (LONDON), 'Company Number' (SW1P 3GE), 'E-mail Address' (london@ofgem.gov.uk), and 'Comments History' (29/06/2010 : test). A red box highlights a confirmation message: 'Are you sure you want to remove payments from the Generator and transfer them to a Nominated Recipient?' with 'Yes' and 'No' buttons. A red arrow points from this message to a callout box on the right that says 'Confirm that the payments will be transferred to a Nominated Recipient'.

## Payee detail

Once it has been confirmed that a Nominated Recipient is required. The search options and process is the same as for assigning a Nominated Recipient when registering a new installation.

### Search using the Payee ID

- Select Payee ID radio button
- Enter Payee ID in field
- Click Search button

The screenshot shows the 'Search Payee' page. The sidebar includes a 'back to home page' link and other navigation links. The main area has three radio buttons for 'Payee ID', 'Payee Company Number', and 'Name and Address details'. Below the buttons is a note: 'The information entered will be used to search for and retrieve an existing Nominated Recipient or add a new one.' At the bottom are 'Back' and 'Next' buttons.

OR

### Search using Payee Company Number

- d) Select the *Generator Company Number* radio button
- e) Enter the Generator's Company Number ( This is the company's Registered number and not a VAT number)
- f) Click the *Search* button

OR

### Search using Name and Address Details

To search for an existing Nominated Recipient using a name and address:

- g) Select *Name & Address* radio button
- h) Enter details in Title, First Name, Last Name, Post Code fields
- i) Click the *Find Address* button
- j) Click on the drop down next to the Address Line 1 field and select the appropriate option
- k) Click on the *Search* button
- l) Click on the *Next* button to proceed to the next screen

## Assign nominated recipient

Home Page > FIT > Add New Payee Details

Payee Details	
Title*	Mr
First Name*	Charles
Last Name*	Glass
Payee Company Number	
Company Name	
Postcode*	SW1P 3GE
<input type="button" value="Find Address"/>	
Address Line1*	Ofgem, 9 Millbank, LONDON, SW 1P 3GE
Installation Comments	
<input type="button" value="Back"/>	<input type="button" value="Assign this Nominated Recipient"/>

Similarly to adding generator/nominated recipient details to a new registration, the following warning message will appear if there is already a nominated recipient with similar details assigned to the address specified.

Home Page > FIT > UpdateGeneratorDetails

Update Generator Details				
There is another generator at the same address with similar details existing with the same details. Please select "Keep my changes" to save the changes made to the existing generator. Alternatively, select another Generator from the table below.				
FIT ID	Generator ID	Title*	First Name*	Last Name*
<input type="button" value="Keep my changes"/>	NR0000027	MR	HARRY	WATS

## Assign another generator to this installation

Home Page > FIT > Update GeneratorDetails

### Update Generator Details

#### Assign a new Generator

[Back to search results](#)

Are you sure you want to assign a new Generator to this Installation?

Yes

No

Confirmation message for transfer new Generator to Installation message appears

Select one of the following options to retrieve previously registered Generator

- Generator ID
- Company number
- Name and Address details
- Click Next button

Home Page > FIT > Generator Details

**Assign a new Generator**

Please use one of the following options either to retrieve details for the previously-registered generator or to add details for a new generator:

<input type="radio"/> Generator ID	<a href="#">?</a>
<input type="radio"/> Company Number	<a href="#">?</a>
<input checked="" type="radio"/> Address details	<a href="#">?</a>

The information entered will be used to create a new FIT Generator or retrieve existing one already entered onto the register

Postcode*	<input type="text"/>	<a href="#">Find Address</a>
Address Line1*	<input type="text"/>	<a href="#">Search</a>
	<a href="#">Back</a>	<a href="#">Next</a>

A previously entered generator can be assigned or a new one created in the same way as for registering a new installation.

**Update Generator Details**

There is another generator at the same address with similar details existing with the same details. Please select "Keep my changes" to save the changes made to the existing generator. Alternatively, select another Generator from the table below.

FIT ID	Generator ID	Title*	First Name*	Last Name*
Select	GEN5001408	Mr	Charles	Glass
Select	GEN5002145	MR	JAMES	MILLER
Select	GEN5002146			
Select	GEN5002148	MR	PAUL	WEBB
Select	NR0000011	MR	JAMES	GRIFFIN
Select	GEN5002152	MR	JAMES	PATRICK
Select	GEN5002153	MR	JOHN	PATRICK
Select	NR0000013	MR	GREEN	PAM
Select	NR0000014	MR	ANDERSON	PAUL
Select	NR0000017	MR	MATT	SEAL
Select	NR0000018	MR	KRISHNA	NAGABHYRAVA
Select	GEN5002157	MR	PAUL	WEBB
Select	GEN5002160	MR	NICK	THOMAS
Select	NR0000027	MR	HARRY	WATS

When the new Generator is assigned, further confirmation and comments are required. The existing Generator and the licensee are also notified by email of the transfer

[back to home page](#)

Home Page > FIT > Update GeneratorDetails

**Update Generator Details**

**Edit existing FIT Generator details**

Please confirm information provided is correct.

Generator ID	<input type="text"/>
Title*	<input type="text" value="MR"/>
First Name*	<input type="text" value="KRISHNA"/>
Last Name*	<input type="text" value="NAGABHYRAVA"/>
Enter a Postcode*	<input type="text"/>
	<input type="button" value="Find Address"/>
Address List	<input type="button" value="Select An address"/>
Address1	<input type="text"/>
Address2	<input type="text"/>
Town/City	<input type="text"/>
Postcode	<input type="text"/>
Company Name	<input type="text"/>
Company Number	<input type="text"/>
E-mail Address	<input type="text"/>
Is generator the Nominated Recipient of FITS Payment?	<input type="radio"/> Yes <input type="radio"/> No
Comments History	<input type="text"/>
Comments*	<input type="text"/>
Generator status code	<input type="text"/>

## 9. Update Nominated Recipient Details

### Chapter Summary

This chapter provides guidance for Licensees with regard to updating the details for the Generator (owner) for an existing FIT installation.

To update these details, select the *Update Nominated Recipient Details* link. Enter the FIT ID and click on *Search*.

The screenshot shows the navigation bar at the top with tabs: My Account, FIT - Levelisation, FIT (highlighted), and Reports. Below the navigation bar is a sidebar with links: back to home page, Register New Installation, Search and View existing FIT Installation, Update Installation and Meter Details, Modify an existing FIT Installation, Update Generator Details, Update Nominated Recipient Details (which is highlighted), Extend an existing installation, Update Statement of FIT Terms, and Log out. To the right of the sidebar is the main content area titled 'Update Nominated Recipient Details'. It includes a 'FIT ID' input field with a question mark icon, a 'Search' button, and a breadcrumb trail: Home Page > FIT > Update Nominated Recipient Details. A red oval highlights the 'Update Nominated Recipient Details' link in the sidebar and the 'Update Nominated Recipient Details' title in the main content area.

There are two options available for licensees when updating nominated recipient details:-

- Edit existing details – updating a detail for a nominated, e.g. address details but the existing nominated recipient continues to receive FIT payments for the installation.
- Assign a new nominated recipient – removing the current one and transferring payments to a new or existing nominated recipient.

The steps involved in updating Nominated Recipient details are the same as for updating Generator details (see Chapter 8)

## 10. Extend an existing installation

### Chapter Summary

This chapter provides guidance for Licensees with regard to extending (adding capacity) to an existing FIT installation.

Extensions occur when the generator adds additional generating capacity to a FIT installation.

Select the *Extend an existing installation* link.  
Enter FIT ID and click the *Submit* button.

Home Page > FIT > Extend an existing installation

FIT ID

Submit

Then click the *Extend* link

Schema	Technology Name	Accreditation No	Accreditation Date	Commissioning Date*	FIT ID	Extend
FIT	Photovoltaic	MCS-00005658-S	29/06/2010	01/01/0001	FIT00001540	<a href="#">Extend</a>

A valid MCS Certificate number for the extension is required.

**NB** This version of the Central FIT Register does not support the extension of ROO-FIT Accredited installation. To extend a ROO-FIT installation, please contact the Central FIT Register Team via [FITregister@ofgem.gov.uk](mailto:FITregister@ofgem.gov.uk).

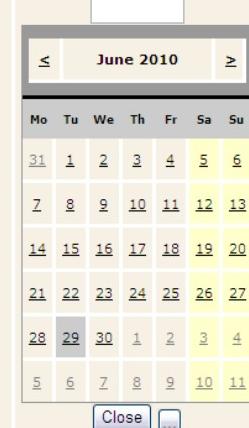
The screenshot shows a web interface for extending an existing FIT installation. On the left is a sidebar with links like 'back to home page', 'Register New Installation', etc. The main area has a title 'Extend an existing FIT Installation' and a question 'Has the installation been accredited via the MCS or the ROO-FIT accreditation process?'. It features two radio buttons: 'MCS' (selected) and 'ROO-FIT', each with an input field below it. A 'Submit' button is to the right of the input fields. A red circle highlights the 'MCS' radio button and its input field. An arrow points from a callout box containing the text 'Enter a valid MCS Certificate number and click the Submit button' to the 'Submit' button.

## Core detail & Accredited Installation Details

The core details view for the installation is shown as well as the Accredited Installation Details view as below.

The screenshot displays the 'Accredited Installation Details' and 'Meter Details' sections of the application. The 'Accredited Installation Details' section contains a table with columns for Extension Reference, Accreditation No, Commissioning Date, TIC, DNC, Tariff Code, Tariff Rate, Eligibility Date, Eligibility End Date, Confirmation Date, and Status. Two rows are listed: FIT00002231-1 (MCS-00005801-c, 01/04/2009, 2.2000, 2.2000, PV-R/0-4/01, 41.3000, 17/06/2010, 16/06/2035, 01/04/2009) and FIT00002231-2 (MCS-23121212-Q, 29/06/2010, 3.5000, 3.5000, PV/4-10/01, 36.1000, 29/06/2010, 28/06/2035, 29/06/2010). The 'Meter Details' section contains a table with columns for Extension Reference, Meter Type, and Serial Number/MPAN. It lists three entries: Supply (1610023739770), Generation (09101530), and Generation (091015301). The 'Meter Reading Details' section contains a table with columns for Serial Number, Start Meter Reading Date, and Start MeterReading. It lists two entries: 09101530 (17/06/2010, 0) and 091015301 (29/06/2010, 12).

**Accredited Installation Details**

Extension Reference	Accreditation No	Commissioning Date	TIC	DNC	Tariff Code	Tariff Rate	Eligibility Date	Eligibility End Date
FIT00001540-1	MCS-00005658-S		1.7500	1.7500	PV-R/0-4/01	41.3000	07/06/2010	06/06/2035

Select the commissioning date for the extension

**Accredited Installation Details**

Extension Reference	Accreditation No	Commissioning Date	TIC	DNC	Tariff Code	Tariff Rate	Eligibility Date	Eligibility End Date	Confirmation Date
FIT00001540-1	MCS-00005658-S		1.7500	1.7500	PV-R/0-4/01	41.3000	07/06/2010	06/06/2035	07/06/2010
FIT00001540-2	MCS-00005658-S	29/06/2010 		2.25	2.25	PV-R/0-4/01	41.30	07/06/2010	06/06/2035 

Enter commissioning date, Total Install Capacity and Declared Net Capacity before proceeding by clicking Add

Enter the meter details for the extension; these can be the same as for the existing/original installation

**Meter Details**

Extension Reference	Meter Type	Serial No.	
FIT00001540-1	Supply	1100014098891	
FIT00001540-1	Generation	47038291	
FIT00001540-2 	Generation 	Enter Serial Number/MPAN here 	

**Meter Reading Details**

## Meter Detail

Please enter MeterReadings

Meter Reading Details			
Serial Number	Start Meter Reading Date	Start MeterReading	
47038291	07/06/2010	0	<a href="#">Edit</a>
1234567891011	<input type="text" value="Enter new Start MeterReadingDate"/>	<input type="text" value="Enter Start MeterReading here"/>	<a href="#">Add</a>
	<input type="button" value="Submit"/>		

Enter a Start meter reading date and Start meter reading for the Generation meter before clicking Add

A confirmation message will appear to confirm that the information provided is correct.

Please enter MeterReadings

Meter Reading Details			
Serial Number	Start Meter Reading Date	Start MeterReading	
47038291	07/06/2010	0	<a href="#">Edit</a>
1234567891011	<input type="text" value="29/06/2010"/>	<input type="text" value="2"/>	<a href="#">Add</a>
Please confirm information provided is correct. <input type="button" value="Yes"/> <input type="button" value="No"/> <input type="button" value="Submit"/>			

Depending on the commissioning date of the extension and the confirmation and commissioning date of the existing installation the installation will be treated in one of the following ways:-

- *Treated as part of the original installation* – in this instance the extension and the original installation are treated as one. They share the same confirmation date, eligibility period as the original existing installation. The tariff code remains the same as long as it remains in the same band. If not it is updated to reflect the aggregate Total Installed Capacity of the original installation and the extension.
- Treated as a separate installation – in this instance the extension will have its own eligibility period (different from the original) and will have its own separate tariff code. This being determined by the aggregate Total Installed Capacity of the original installation and the extension.

Each extension received an *Extension Reference* based on the FIT ID of the following format, FIT12345678-1, -2 etc. This reference is allocated regardless of the treatment of the extension.

## 11. FIT Terms

### Chapter Summary

This chapter provides guidance for Licensees with regard to updating the date the statement of FIT Terms is agreed between the Generator and the Licensee.

Select the *Update Statement of FIT Terms* link.  
Enter the FIT ID and click *search*.

The screenshot shows the navigation bar at the top with links: My Account, Declaration, Certificates, Compliance, FIT - Levelisation, FIT (highlighted), Reports, Reports. On the left, a sidebar menu lists: back to home page, Update Installation and Meter Details, Update Statement of FIT Terms (highlighted), Search and View existing FIT Installation, Register New Installation, Search for and edit existing Installation, Update Generator Details, Update Nominated Recipient Details, Extend an existing installation, Modify an existing FIT Installation, and Log out. The main content area is titled 'Update Statement of FIT Terms'. It has a 'Search' section with a 'FIT ID' input field and a 'Search' button. A red oval highlights the 'FIT ID' input field and the 'Search' button. A red box contains the text 'Enter the FIT ID and click search' with an arrow pointing to the 'Search' button.

The details of the searched FIT ID will be displayed in the Search Results area. Click on the FIT ID displayed, to edit the FIT terms.

**ofgem E-Serve**

My Account | FIT - Levellisation | FIT | Reports | Accessibility | Contact us | Site map | Links

[back to home page](#)

- [Update Installation and Meter Details](#)
- [Update Statement of FIT Terms](#)
- [Search and View existing FIT Installation](#)
- [Register New Installation](#)
- [Search for and edit existing Installation](#)
- [Update Generator Details](#)
- [Update Nominated Recipient Details](#)
- [Extend an existing installation](#)
- [Extend an existing installation](#)
- [Extend an existing installation](#)
- [Modify an existing FIT Installation](#)
- [Log out](#)

**Update Statement of FIT Terms**

Search –

FIT ID	FIT00000019			
<input type="button" value="Search"/>				

**Search Results**

FIT ID	Technology	Accreditation	Application Date*	FIT ID
FIT00000019	Photovoltaic	MCS-00000072-L	12/04/2010	<input type="button" value="Select"/>

Edit the FIT terms date as per agreed between Licensee and generator.

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My Account | FIT - Levellisation | FIT | Reports | Accessibility | Contact us | Site map | Links

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- [Update Installation and Meter Details](#)
- [Update Statement of FIT Terms](#)
- [Search and View existing FIT Installation](#)
- [Register New Installation](#)
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- [Update Nominated Recipient Details](#)
- [Extend an existing installation](#)
- [Extend an existing installation](#)
- [Extend an existing installation](#)
- [Modify an existing FIT Installation](#)
- [Log out](#)

**Update Statement of FIT Terms**

Edit –

FIT ID	FIT00000019	
FIT Terms Agreed date	17/06/2010	<input type="button" value="?"/>
<input type="button" value="Submit"/>		

Select the date the FIT Terms were agreed between Licensee and generator & click *Submit*

## 12. User Management

### Chapter Summary

This chapter provides guidance for Licensees in creating, editing and setting permissions for users.

### User Management

To access user management functions, the user must be a *Super User* or have "add user" permissions delegated to them by their organisational *Super User*.

Click on the "My Account" link. This will display a range of options on the vertical menu. Please note that some of these are available to the *Super User* only.



The screenshot shows the Ofgem E-Serve interface. At the top, there's a blue header bar with the 'ofgem E-Serve' logo. Below it is a green navigation bar with several tabs: 'My Account' (which is circled in red), 'Declaration', 'Certificates', 'Compliance', 'FIT - Levelisation', 'FIT', 'Reports', and 'Reports'. To the right of the navigation bar, there are links for 'Accessibility', 'Contact us', 'Site map', and 'Links'. The main content area has a light grey background. On the left, there's a sidebar with a dark grey header containing 'back to home page', 'Edit My Details', 'Change Password', 'Edit My Organisation Details', 'Add New Contact', 'Edit Contact Detail', 'Add Licence', 'Edit Licence', 'Submit Authorisation Letter', and 'Log out'. The main content area has a white background and displays the title 'Ofgem Renewables Schemes - Account Management'. Below the title, it says 'This part of the system enables you to maintain your organisation, personal, and contact details.'

## Edit own account details

My Account   Declaration   Certificates   Compliance   FIT - Levelisation   FIT   Reports   Reports

[back to home page](#)

**Edit Details**

<input type="button" value="Edit My Details"/> (circled) <input type="button" value="Change Password"/> <input type="button" value="Edit My Organisation Details"/> <input type="button" value="Add New Contact"/> <input type="button" value="Edit Contact Detail"/> <input type="button" value="Add Licence"/> <input type="button" value="Edit Licence"/> <input type="button" value="Submit Authorisation Letter"/> <input type="button" value="Log out"/>	Home Page > My Account > Edit Details <b>Edit Details</b> User Type* <input checked="" type="checkbox"/> RO Super User <input checked="" type="checkbox"/> FIT Super User Title* First name* Last name* Middle initials Job title Email address* Telephone number* Fax number
--	---

Please enter a preferred username (You will require this to log into the system)\*

Username*	<input type="text" value="opus"/> (with question mark)
-----------	--

(circled)  

This Email notification applies for RO Super Users **ONLY**



## Change password

Users are required to enter their previous password before being able to enter a new password. Re-confirmation of the new password is required before the password change is accepted.

Home Page > My Account > Change Password

**Change password**

Please enter your current password and your new password.

<input type="button" value="Change password"/>	
In this box you should type in your new password. The password must contain at least 9 characters. There must be at least one digit, a lowercase letter and an uppercase letter. Username* <input type="text" value="GlassC"/> (with question mark) Current password* <input type="text"/> (with question mark) New password* <input type="text"/> (with question mark) New password confirmation* <input type="text"/> (with question mark)	

## Edit organisation details

If any amendments are required to the organisational details they can be made by selecting the *Edit My Organisation Details* link. Enter any amendments to the details on this screen, and select *Submit* when completed.

The screenshot shows a user interface for editing organisation details. On the left is a sidebar with links: back to home page, Edit My Details, Change Password, **Edit My Organisation Details** (circled in red), Add New Contact, Edit Contact Detail, Add Licence, Edit Licence, Submit Authorisation Letter, and Log out. The main area is titled 'Edit organisation details'. It includes a note that '\*' fields are mandatory. The form fields are: Organisation Reference (SUP0008897), Company name\* (Energy), Address\* (Ofgem, 9 Millbank, LONDON), Town/City\* (LONDON), County (England), Country\* (England), Postcode\* (SW1P 3GE), Telephone number, and Fax number. At the bottom are 'Submit' and 'Cancel' buttons, with 'Submit' also circled in red.

## Add new contact

To create a new user or "contact", select the "Add New Contact" Link. The following screen is displayed. Select the user type, either Renewables Obligation (RO) or Feed in Tariffs (FIT).

Please note that *Super User* can only select user types for the schemes they administer. Therefore an *RO Super User* cannot create a *FIT user* and vice versa. Where a user is a *Super User* for the *FIT* and *RO*, then both user types can be selected.

The mandatory fields are indicated by a \* symbol.

Once the contact details have been entered, please add a username (this can be an email address) and click "Submit".

The screenshot shows the 'Add Contact' page. On the left is a sidebar with links: 'back to home page', 'Edit My Details', 'Change Password', 'Edit My Organisation Details', **'Add New Contact'** (circled in red), 'Edit Contact Detail', 'Add Licence', 'Edit Licence', 'Submit Authorisation Letter', and 'Log out'. The main area has a breadcrumb trail: 'Home Page > My Account > Add Contact'. It includes fields for 'User Type\*' (with 'RO User' and 'FIT User' checkboxes), 'Title\*', 'First name\*', 'Last name\*', 'Middle initials', 'Job title', 'Email address\*', 'Telephone number\*', and 'Fax number'. Below these is a note: 'Please enter a preferred username (You will require this to log into the system)\*'. A 'Username\*' field is shown with a red oval around it. At the bottom is a 'Submit' button.

Select the appropriate scheme for the new contact

A screen to allocate user permissions for the Central FIT Register now appears. Check the boxes for the permissions required for the user.

Home Page > My Account > Add Contact > Add Permissions

**Permissions**

**Permissions for Charles Clark**

[Click here to view the explanation of permissions](#)

Click this option for a detailed explanation of each permission setting

Permissions	
Create installation details	<input type="checkbox"/>
Edit installation details	<input type="checkbox"/>
Levelisation Submissions	<input type="checkbox"/>
Reporting	<input type="checkbox"/>
Add new contact	<input type="checkbox"/>
Delete contact	<input type="checkbox"/>

**Save** **Update**

Permissions	
Create installation details	<input type="checkbox"/>
Edit installation details	<input type="checkbox"/>
Levelisation Submissions	<input type="checkbox"/>
Reporting	<input type="checkbox"/>
Add new contact	<input type="checkbox"/>

Permission	Description
Create installation details	Allows the user to Register a new FIT installation
Edit installation details	Allows the user to edit an existing FIT installation
Levelisation submissions	Allows the user to submit data for the levelisation process
Reporting	Allows the user to access FIT scheme reports
Add new contact	Allows the user to create a new contact (with default permissions only)

The default settings for a new FIT user are to enable the following permissions:-

- Create installation details
- Edit installation details

After selecting the appropriate permission for the new contact, the user is requested to confirm their password:

The screenshot shows the 'Verify User' page. On the left is a sidebar with links: 'back to home page', 'Edit My Details', 'Change Password', 'Edit My Organisation Details', 'Add New Contact', 'Edit Contact Detail', 'Add Licence', 'Edit Licence', 'Submit Authorisation Letter', and 'Log out'. The main area has a header 'Verify User' and two input fields: 'Username\*' (containing 'Opus') and 'Current password\*' (with a red oval highlighting the input field). Below the fields is a 'Submit' button.

A confirmation message will appear confirming that the new contact has been successfully added:

The screenshot shows the 'Edit Contact' page. The sidebar is identical to the previous screenshot. The main area has a header 'Edit Contact' and a message 'Your contact has been added successfully'. At the bottom are two buttons: '<< Back' and 'Continue >>' (which is highlighted with a red oval).

Once all the required fields and permissions have been set the following confirmation screen appears. Click the *Continue* button to return to the user management home page.

An email will be sent to the new user confirming their account setup

## Editing of Contact details

To edit an existing contact (user), select the *Edit Contact Detail* link. A drop down list of users will then appear. Select the required user to display the details screen.

The screenshot shows a navigation menu on the left with options like 'back to home page', 'Edit My Details', 'Change Password', etc. The main area is titled 'Edit Contact' with the sub-instruction 'Please select a contact to edit'. A red oval highlights a dropdown menu labeled 'Please select...'. A red box contains the instruction: 'Click on the drop down menu to select the user details to be edited.'

Make the required amendments and click on the *Submit* button:

The screenshot shows the 'Edit Contact' page with a user selected from the dropdown. The form fields include Title\*, First name\*, Last name\*, Middle initials, Job title, Email address\*, Telephone number\*, and Fax number. Below the form is a note about entering a preferred username. At the bottom, there are buttons for 'Submit', 'Delete contact', 'Edit User Permissions', and 'Email Notifications'. The 'Submit' button is circled in red.

## Add new Licence

Select the *Add Licence* link to add details of a new licence.

[back to home page](#)

- [Edit My Details](#)
- [Change Password](#)
- [Edit My Organisation Details](#)
- [Add New Contact](#)
- [Edit Contact Detail](#)
- [\*\*Add Licence\*\*](#)
- [Edit Licence](#)
- [Submit Authorisation Letter](#)
- [Log out](#)

Home Page > My Account > Add Licence

### Licence Details

\* fields are mandatory

Licence company registration number\*

Licence Name\*

Licence type\*

Licence effective from date\*

In which schemes would you like to participate?\*

It is mandatory to enter the company registration number before proceeding.

Company registration number field highlighted with a red oval and a red arrow pointing to it from the mandatory note.

Please select....

CCL  
 CCL CHP  
 RO  
 REGO  
 FIT

[Submit](#) [Cancel](#)

[back to home page](#)

- [Edit My Details](#)
- [Change Password](#)
- [Edit My Organisation Details](#)
- [Add New Contact](#)
- [Edit Contact Detail](#)
- [\*\*Add Licence\*\*](#)
- [Edit Licence](#)
- [Submit Authorisation Letter](#)
- [Log out](#)

Home Page > My Account > Add Licence

### Licence Details

\* fields are mandatory

Licence company registration number\*

Licence Name\*

Licence type\*

Licence effective from date\*

In which schemes would you like to participate?\*

Select the correct License type from the drop down menu

Please select....

England and Wales  
 GB licence  
 NI licence  
 Scotland

RO  
 REGO  
 FIT

In which schemes would you like to participate?\*

CCL  
 CCL CHP  
 RO  
 REGO  
 FIT

Select Licence Type

FIT Licence  
 Non FIT Licence

**Select the required Scheme**

**Submit**   **Cancel**

The Licence Type is required for FIT licensees. This is used to indicate where FIT installations and therefore FIT payments are to be linked to this licence or not.

A confirmation message appears stating that the license has been successfully added.

[back to home page](#)

Home Page > Successful

**Licence Details**

The licence details have been successfully added. Please click the back button if you wish to add another licence.

Please note that if you have selected CCL or CCL CHP and have not already informed HMRC of your intention to participate in the CCL exemption for CCL / CCL CHP scheme then you may not be eligible for the exemption from the Climate Change Levy for supplies of renewable source or CHP source electricity.

[\*\*<< Back\*\*](#)   [\*\*Continue >>\*\*](#)

[Edit My Details](#)  
[Change Password](#)  
[Edit My Organisation Details](#)  
[Add New Contact](#)  
[Edit Contact Detail](#)  
[Add Licence](#)  
[Edit Licence](#)  
[Submit Authorisation Letter](#)  
[Log out](#)

## Edit Licence details

Home Page > My Account > Edit Licence

**Licence Details**

\* fields are mandatory

Please select a licence to edit

Licence company registration number\*

Licence Name\*

Licence type\*

Licence effective from date\*

In which schemes would you like to participate?\*

[CCL](#)

[CCL CHP](#)

[RO](#)

[REGO](#)

[FIT](#)

Select the licence to be edited, from the drop down menu

After the licence has been edited, click *Update Licence*

Home Page > My Account > Edit Licence

**Licence Details**

\* fields are mandatory

Please select a licence to edit

Licence company registration number\*

Licence Name\*

Licence type\*

Licence effective from date\*

In which schemes would you like to participate?\*

[CCL CHP](#)

[RO](#)

[REGO](#)

[FIT](#)

[back to home page](#)

[Log out](#)

Home Page > My Account > Edit Licence

## Licence Details

\* fields are mandatory

Please select a licence to edit

Licence company registration number\*

Licence Name\*

Licence type\*

Licence effective from date\*

In which schemes would you like to participate?\*

Glas Houses

Please select...  
Opus Energy Ltd  
Cherwell Energy Limited  
Garsington Energy Limited  
Donnington Energy Limited  
Farmoor Energy Limited  
Evenlode Energy Limited  
Glas Houses  
VT12345

CCL\_CHP  
 RO  
 REGO  
 FIT

[?](#)

[Update licence](#) [Cancel](#)

## 13. Levelisation

### Chapter Summary

This chapter provides guidance for Licensees with regards submitting and editing data during the Levelisation process.

Select the *FIT-Levelisation* tab to edit and submit data

Select the FIT-Levelisation tab to edit and submit data. This tab is only available to *FIT Super Users* or those users with delegated permission to access levelisation.



### Submit Levelisation Data

On the Levelisation home page, select the "Submit Levelisation Data" link. This starts the data submission process.

The data required as part of the levelisation process will depend on the FIT status of the licensee. Those that are actively taking part in the scheme (mandatory or voluntary) provide more data than those licensees who simply participate in the levelisation process.

The screenshot shows the 'Submit Levelisation Data' page. At the top, there is a navigation bar with tabs: 'My Account', 'Declaration', 'Certificates', 'Compliance', 'FIT - Levelisation' (which is highlighted in green), 'FIT', and 'Report'. Below the navigation bar, there is a sidebar with links: 'back to home page', 'Submit Levelisation Data' (which is highlighted in green), 'Edit Levelisation Data', 'Respond to Queries from Ofgem', 'Edit Invoice Details', and 'Log out'. The main content area has a breadcrumb trail: 'Home Page > Levelisation > Submit Levelisation Data'. The title 'Submit Levelisation Data' is displayed. A message 'Please select a License' is shown above a dropdown menu. The dropdown menu contains the following options:

Please select...
Please select...
Opus Energy Ltd
Cherwell Energy Limited
Donnington Energy Limited
Evenlode Energy Limited
Farnmoor Energy Limited
Garsington Energy Limited

A red box highlights the dropdown menu, and a red arrow points from a callout box to it with the text: 'Select the licence against which levelisation data will be submitted.'

The screenshot shows the same 'Submit Levelisation Data' page. The license dropdown menu now shows 'Evenlode Energy Limited' selected. The submission period dropdown menu shows '1st January 2010 – 31st' selected. A red oval highlights the submission period dropdown menu, and a red arrow points from a callout box to it with the text: 'From the drop down menu, select the correct levelisation period for the data that will be submitted.'

## Zero sales and Submit sales figures

When there are Zero Sales for the submission period, enter the numeral 0 (zero) in the appropriate lines.

## Mandatory and Voluntary FIT Licensees

For those licensees who have elected to become voluntary FIT licensees and those who are mandatory due to their size both market share and FITs payments details are required for each licence held.

Details of the data required for levelisation can be found in the [Feed-in Tariff: Guidance Document for Licensed Suppliers](#) or by contacting the FIT Compliance Team at Ofgem via [FITcompliance@ofgem.gov.uk](mailto:FITcompliance@ofgem.gov.uk).

Home Page > Levelisation > Submit Levelisation Data

### Submit Levelisation Data

ELECTRICITY SALES DATA AND FIT PAYMENT for period 1st July 2010 - 30th September 2010

License Name: Test1

\* fields are mandatory

**Electricity Sales Data**

Total Electricity Supplied (A) *	MWh
Total Exemptions (B) *	MWh
Total Relevant Electricity Supplied (A - B)	MWh

**Payment Details**

Total FIT Generation Payment due *	£
Total FIT Export Payment due *	£
Total FIT Deemed Export Payment due *	£
Total Deemed Electricity *	MWh

**Comment**

Cancel    Submit

MWh electricity  
should be captured in  
the payment detail.

Comments against the submitted data can be provided if required.

When zero sales have been submitted, a declaration box appears for confirmation

My Account | Declaration | Certificates | Compliance | FIT - Levelisation | FIT | Reports | Reports

Home Page > Levelisation > Confirm Zero Sales

### Confirm Zero Sales

Please read the statement below and tick the checkbox to confirm zero sales for the period stated

As the authorised FIT Levelisation contact for, I confirm that Opus Energy Ltd has not supplied any electricity to customers in [] during the period 1st January 2010 – 31st March 2010 inclusive.

Cancel    Submit

A confirmation message will appear stating that the data was successfully uploaded and a notification email sent.

Home Page > Successful

**Submit Levelisation Data**

Levelisation Data has been submitted successfully

<< Back      Continue >>

This screenshot shows a successful submission message. On the left is a navigation menu with links like 'back to home page', 'Submit Levelisation Data' (which is highlighted), 'Edit Levelisation Data', 'Respond to Queries from Ofgem', 'Edit Invoice Details', and 'Log out'. The main area displays the message 'Levelisation Data has been submitted successfully' above two buttons: '<< Back' and 'Continue >>'.

## Edit Levelisation Data

Home Page > Levelisation > Edit Levelisation Data

**Edit Levelisation Data**

Please select a License

Please select submission period

From the drop down menus, select the correct Licence and Levelisation period for the data to be edited.

Farmoor Energy Limtr [?]

1st January 2010 – 3 [?]

Cancel      Continue

This screenshot shows the 'Edit Levelisation Data' page. It includes fields for selecting a license ('Farmoor Energy Limtr') and a submission period ('1st January 2010 – 3'). A red callout box with a red arrow points to the 'From the drop down menus, select the correct Licence and Levelisation period for the data to be edited.' instruction. The page also features standard navigation buttons: 'Cancel' and 'Continue'.

Licensee Name: Farmoor Energy Limited

Date Submitted: 14/06/2010

\* fields are mandatory

**Electricity Sales Data**

Total Electricity Supplied (A) *	MWh 50.00
Total Exemptions (B) *	MWh 10.00
Total relevant Electricity Supplied (A - B)	MWh 40.00

**Payment Details**

Total FIT Generation Payments due *	£ 6000.00
Total FIT Export Payments due *	£ 2000.00
Total FIT Deemed Export Payments due *	£ 2000.00

**Comment**

Sales data entered can be edited with comments

The screenshot shows a user interface for entering electricity sales data. It includes fields for total electricity supplied (50.00 MWh), total exemptions (10.00 MWh), and total relevant electricity supplied (40.00 MWh). Below this, payment details are listed for FIT generation payments (6000.00 £), FIT export payments (2000.00 £), and FIT deemed export payments (2000.00 £). At the bottom, there is a 'Comment' section with two text input fields. A red box highlights the sales data section, and a red arrow points from a callout box stating 'Sales data entered can be edited with comments' to the highlighted area.

## Non-FIT Licensee

Where a licensee is not a mandatory or voluntary FIT licensee only sales data for the calculation of market share is required during the levelisation process.

Home Page > Levelisation > Submit Levelisation Data

**Submit Levelisation Data**

ELECTRICITY SALES DATA for period 1st January 2010 – 30th March

License Name: NonFITLicenc

\* fields are mandatory

**Electricity Sales Data**

Total Electricity Supplied (A) \*

Total Exemptions (B) \*

Total Relevant Electricity Supplied (A - B)

MWh  ?

MWh  ?

MWh  ?

**Comment**

When the deadline for data submission has passed, the following message will appear:

My Account Declaration Certificates Compliance FIT - Levelisation FIT Reports Reports

Home Page > Levelisation > Submit Levelisation Data

**Submit Levelisation Data**

The deadline for the submission of levelisation data for this period has passed. Please contact Ofgem for further details (FITcompliance@ofgem.gov.uk)

Confirmation message appear after editing is completed.

The screenshot shows the 'Edit Levelisation Data' page from the Ofgem E-Serve system. At the top, there's a navigation bar with tabs: 'My Account', 'Declaration', 'Certificates', 'Compliance', and 'FIT - Levelisation'. Below the navigation bar, there are links for 'back to home page' and 'Log out'. The main content area has a breadcrumb trail: 'Home Page > Successful'. A bold heading 'Edit Levelisation Data' is displayed. Below it, a message says 'Levelisation Data has been submitted successfully'. At the bottom, there are two buttons: '<< Back' and 'Continue >>'.

## Edit Invoice Details

It is possible to update the correspondence details used for sending levelisation invoices/statements. These details are held against each licence so a supplier with multiple licences can have invoices sent to different recipients.

For the first levelisation period, details will be added by the Ofgem FIT Compliance team.

Select the "Edit Invoice Details" link.

The screenshot shows the 'Edit Payment Details' page. On the left, a sidebar lists links: 'back to home page', 'Submit Levelisation Data', 'Edit Levelisation Data', 'Respond to Queries from Ofgem', 'Edit Invoice Details' (which is circled in red), and 'Log out'. The main content area has a heading 'Edit Payment Details' and a message 'Please select a Licence' with an 'Edit' button. To the right, a dropdown menu is open, showing a list of licences: 'Opus Energy Ltd', 'Cherwell Energy Limited', 'Donnington Energy Limited', 'Evenlode Energy Limited', 'Farmoor Energy Limited', and 'Garsington Energy Limited'. A red callout box with an arrow points to the dropdown menu, containing the text: 'From the drop down menu, select the licence for which the invoice detail is to be edited'.

Invoice Correspondence Address

Postcode\*: sw1p 3ge

Select Address

Address 1: Ofgem  
Address 2: 9 Millbank  
Town/City: LONDON  
County:  
Postcode: sw1p 3ge

**Save** **Cancel** **Copy Invoice Correspondence Details**

Make the necessary amendments to the fields and click "Save".

Invoice Correspondence Address

Postcode\*: EN1 3NW

Select Address

Address 1: 72 Bicknoller Road  
Address 2:  
Town/City: ENFIELD  
County: Middx  
Postcode: EN1 3NW

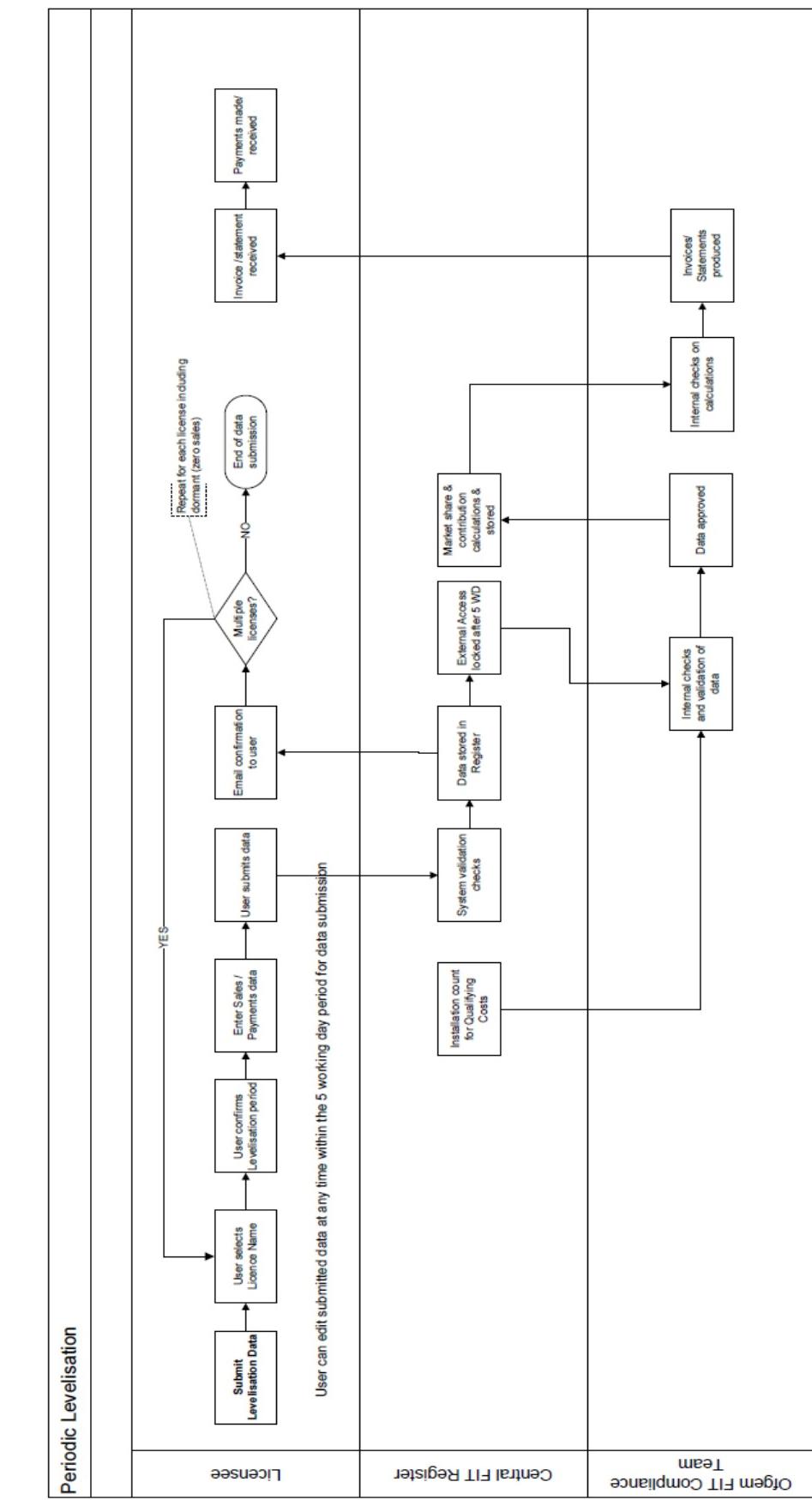
**Save** **Cancel** **Copy Invoice Correspondence Details**

If these correspondence details are to be used for all licences then click the "Copy Invoice Correspondence Details" button. This copies the entered details and records them against all licences linked to the Super User.

A confirmation message will be displayed.

You are about to copy the invoice correspondence details for all licences. Are you sure you wish to proceed?

**Yes** **Cancel**

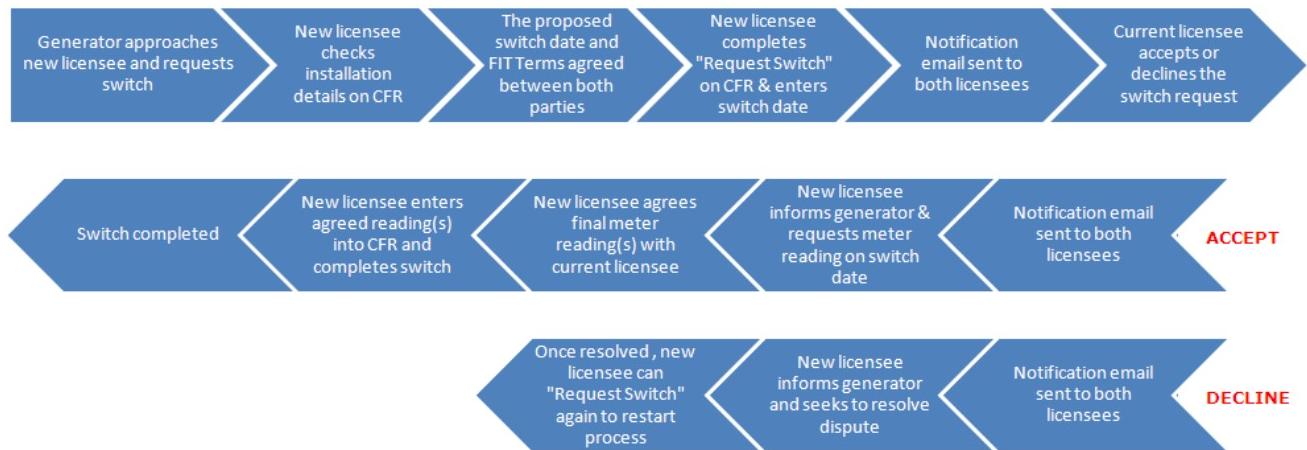


## 14. Switching of FIT Installations

### Chapter Summary

This chapter provides guidance to licensees on what steps to take to switch a FIT installation to another licensee following a request by a generator.

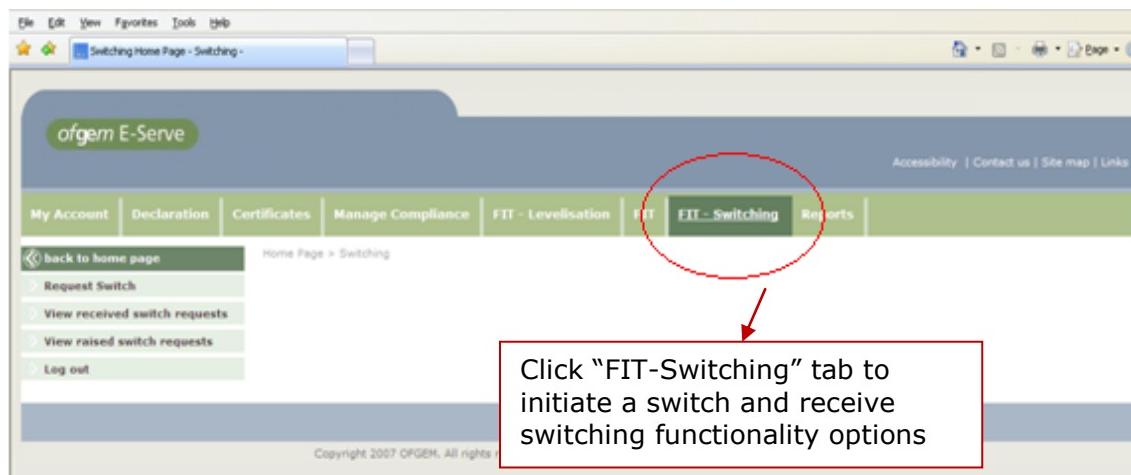
Switching occurs when an existing generator receiving FIT payments seeks to switch away from their current licensee and receive payments from a different one. A summary of the overall process is provided below.



A copy of the complete process that has been developed and agreed with licensees can be obtained from the FIT team at Ofgem via [FITregister@ofgem.gov.uk](mailto:FITregister@ofgem.gov.uk).

### Commence switch

The switching of supplier process starts once a Generator has approached a new licensee and requested to switch.



At present access to switching functions is only available to FIT Super Users of the Renewable & CHP Register (Central FIT Register).

## Confirmation of Installation/Generator details

Once a switching request has been received, the first step for the potential new licensee to check the installation and generator details on the Central FIT Register.

To start the switching process click the "Request Switch" tab

Do you wish to search by installation address or OS Grid Reference Number?

Installation OS Grid reference  Installation Address

Installation Post code

Address Line 1

By clicking Submit and searching the Central FIT Register you confirm that this search is solely for the purpose of facilitating the switching of a FIT installation and that you have the permission of the generator to access these details.

Submit

These details are displayed once the correct FIT ID as well as site location (the postcode and first line of the address or the OS Grid Reference).

**Please note the declaration at the bottom of the screen.**

Note the declaration and click *Submit*

Enter the FIT ID

Then, the installation postcode and the first line of the address needs to be entered **or** the OS Grid Reference

For a matching set of FIT ID and installation site information, details of both the installation and the generator will be displayed. Please note that it is not possible to switch an installation which is subject to any of the following:-

- The installation or the generator is currently under investigation or suspended
- The statement of FIT terms with the current licensee has not been agreed
- The installation is currently in an active switching process

If the installation to be switched shares a generation or export meter with another installation at the same site then a notification will appear.

Once the potential new licensee is satisfied that the details provided by the generator match what is already on the Central FIT Register, both a switching date and a new statement of FIT terms can be agreed. Once these are in place the switch can formally be requested via the FIT Register.

Select the *Request Switch* link and re-enter the FIT ID and site location details as before. Now that a switch date (and FIT terms) have been agreed with the generator a request to the current licensee to commence the switch can be made.

To complete the request, the user must enter their username and password. Once entered, an email requesting the switch is sent to both the current and prospective licensees. Once initiated, the switch request remains active for **110 days**. During this time, the current licensee may not edit the installation or add additional capacity. If the switch is not completed within the time period, the request is cancelled automatically.

**ofgem E-Serve**

My Account Declaration Certificates Manage Compliance FIT - Licensation FIT FIT - Switching Reports

Home Page > Switching > Switch Request

### Request Switch

**Core Details**

FIT ID	FIT00000002	Licence Name	Bright Gas Trading	Installation Status	Normal
Installation Address	48 SILVER STREET MOTEL INN BIRMINGHAM B34 2PS	Installation Name	DURFORD - PV	Installation Type	Domestic
Technology Type	Photovoltaic	Payment Status	Normal	Application Date	06/04/2010
Export Status Code	Export (Normal)	PV Installation Type	Residential	Installation OS Grid Ref	
		FIT Terms Agreed Date	22/04/2011	Grid Connected	<input checked="" type="checkbox"/>

**Generator & Nominated Recipient Details**

Generator Details	Nominated Recipient Details
Generator Name	Name
Generator Address	Address
Generator Email	Payee Email
Generator status code	Nominated recipient status code
Will the Generator receive FIT payments?	

**Accredited Installation Details**

Extension Reference	Accreditation No	Commissioning Date	TIC (kW)	DNC (kW)	Tariff Code	Tariff Rate	Eligibility Date	Eligibility End Date	Confirmation Date	Payment Split %
FIT00000002-1	MCS-00000166-D	22/04/2010	2.88	2.88	PV-R/D-4/01	41.3	07/04/2010	06/04/2035	07/04/2010	100.00

**Meter Details**

Extension Reference	Meter Type	Serial Number/MPAN
FIT00000002-1	Generation	10003693
FIT00000002-1	Supply	10003693

**Switch Details**

Proposed switch date  Enter the switch date agreed with the generator.

**Initiate Switch Request** Click, *Initiate Switch Request*

**Switch Details**

Proposed switch date 22/09/2010 02. Confirm to initiate the switch request

You are about to submit the following switch  
**Please confirm** Confirm Cancel

**Verify User**

Username\*:

Current password\*:

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A switch request has been submitted for the FIT installation: FIT00000002

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## Viewing Raised Switch Requests

By selecting *View raised switch requests*, a licensee can view all the switching requests that they have made. The licensee also has the option to cancel a switch request at any time up to the point it is completed.

**View raised switch requests**

FIT ID	Proposed switch date	Current FIT Licensee	Technology	Date Submitted
FIT00000002	22/09/2010	British Gas Trading	Photovoltaic	22/09/2010

Cancel

Suppliers can view all the live switch requests that have been initiated

View raised switch requests

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## Viewing received switch requests

Licensees can view all the switch requests they have received by selecting the *View received switch requests* link. Once an email notification has been received informing a licensee that a switch request has been raised, the licensee should view select the *View received switch requests* link and accept or decline the request.

Click the "View Received Switch Request" link to view all received switch requests

The current supplier has the option to accept or decline the switch request

## Declining a switch request

If the current supplier decides to decline the switch request, a reason for declining the switch must be provided. The username and password of the user must then be entered for security. Once completed a notification email is sent to both licensees and the switch request is closed. Should the reason for the objection be resolved, the potential new licensee simply restarts the switching process.

Give reason for declining the switching process

Current supplier has the option to decline the switching process

**Verify User**

Username\*  [?] Current password\*  [?]

Submit

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## Accepting a switch request

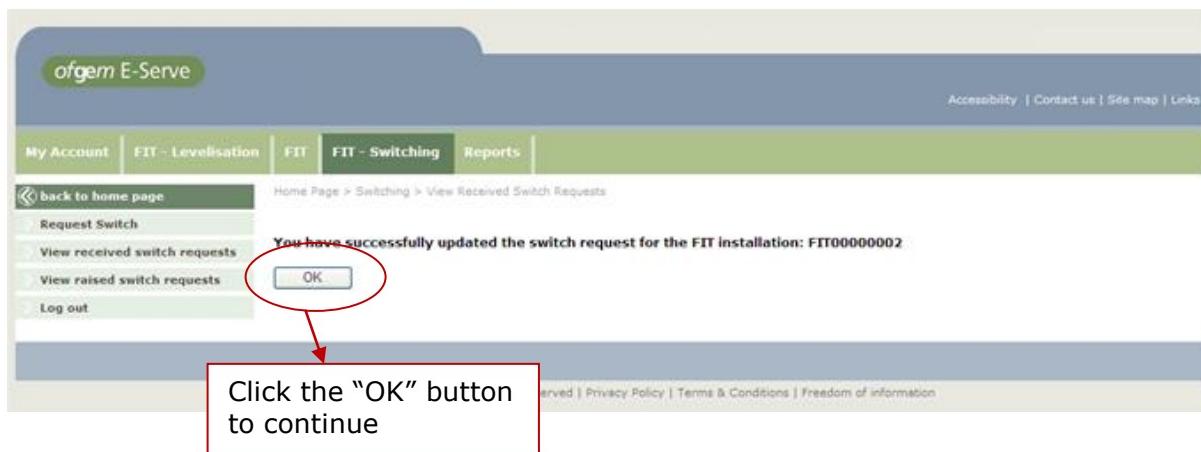
To accept the switch request, the current licensee user clicks the Accept link and confirms the request. Once again, to verify the user the username and password must be entered. An email notification confirming acceptance of the switch is then sent to both licensees.

FIT ID	Proposed switch date	Requestor FIT Licenses	Technology	Date Submitted	Action
FIT00000002	22/09/2010	Renewable Energy Company Ltd	Photovoltaic	22/09/2010	<a href="#">Accept</a>

Please confirm that you wish to proceed with this switch request update

Yes No

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## Completing the switch

Once the switch has been agreed by both licensees it is then up to the generator to provide meter readings on the agreed day.

Please note that this switching process assumes that there will be communications between licensees regarding the switch that are managed externally to the Central FIT Register. For example, when the switch request is accepted by the current licensee, an indicative reading range that the licensee is willing to accept as a closing reading may be provided.

To complete the switch, the new licensee must view raised requests by selecting the *View raised requests* link and selecting *Complete* for the appropriate request.



The new licensee can now select a supply licensee against which to register the FIT installation. At this time the closing/opening generation meter reading(s) and date of the reading must be entered.

**Please note**, there is a declaration stating that when entering the meter reading(s), the new licensee confirms that the reading has been agreed (external to the FIT register) with the current incumbent licensee.

**Please note the declaration at the bottom of the screen.**

Note the meter reading declaration and click Yes

Select the correct licence for the generator

Click Edit to enter the start generation meter reading(s) and reading date

Supply username and password as verification

You have successfully updated the switch request for the FIT installation: FIT00000002

OK

Click the "OK" button to continue

## Cancelling a switch request

The requesting licensee can cancel a switch request that has been raised at any time until the *Complete* option is selected, even if the current licensee has agreed to the switch.

If a request is cancelled, the licensee must enter a reason for the cancellation. Following the verification of the user, an email notification of the cancellation is sent to both licensees and the request is cancelled.

The screenshot shows the 'ofgem E-Serve' interface for managing FIT requests. A specific switch request has been selected for cancellation. The interface includes a navigation bar with 'My Account', 'Declaration', 'Certificates', 'Management', 'FIT', 'FIT - Switching', and 'Reports'. On the left, there's a sidebar with links like 'back to home page', 'Request Switch', 'View received switch requests', 'View raised switch requests', and 'Log out'. The main content area shows a 'View raised' section with a table containing a single row: FIT ID (FIT00000002), Proposed switch date (22/09/2010), Current FIT Licensed (British Gas Trading), Technology (Photovoltaic), and Date Submitted (22/09/2010). Below this table is a form with a red border containing a text input field labeled 'Reason for decline \*' and a 'Submit' button. A red callout box with the text 'Enter the reason for cancelling the request' points to the input field. Another red callout box with the text 'Click cancel/ to not go ahead with the switching process' points to a circular 'Cancel' button located to the right of the table. Arrows from the callout boxes indicate the flow of action from the user input to the cancellation confirmation.

## 15. Support

### Chapter Summary

This chapter summarises the support provided by Ofgem to assist FIT Licensees access and use the Central FIT Register.

It also provides details regarding the process FIT Licensees should follow if they cannot find an address on the system lookup.

Ofgem will provide technical support between 08.00 and 20.00 Monday to Saturday **excluding** public holidays.

Between the hours of 09.00 and 17.00 email support will be provided via the [FITregister@ofgem.gov.uk](mailto:FITregister@ofgem.gov.uk) email address by the Central Register Team within Environmental Programmes. This support will cover both operational and technical issues. Examples of this support include:-

- Access issues
- Extensions of ROO-FIT Accredited installations
- Missing address enquiries
- General enquiries

Outside of the 09.00 – 17.00 working day, out of hours telephone support will be available for critical issues **only**. A critical issue would be one of the following occurrences:-

- Total loss of access to the Central FIT Register/Renewables & CHP Register
- Failure of key functionality e.g. add/edit functions.

This support will be available direct from the Ofgem IT Helpdesk via an emergency support telephone number. Access to 'out of hours' support will be restricted to the support telephone number provided by the Licensee in the FIT User Data.

### Missing Addresses

To ensure the validity of addresses within the Central FIT Register, addresses are selected from the Royal Mail's Post Office Address File (PAF). Should an address lookup fail when registering a Generator, Nominated Recipient or Installation address a resolution process has been developed for resolution.

To request the missing address support, the FIT Licensee must complete the appropriate tab (Generators or Installations) on the template spreadsheet (Ofgem

Process Template.xls). This spreadsheet will be provided with this user guide and is also available from the Central FIT Register Team via [FITregister@ofgem.gov.uk](mailto:FITregister@ofgem.gov.uk).

### **Generator/Nominated Recipient Addresses**

Where the Generator or Nominated Recipient Address cannot be found the FIT Licensee should provide details of the address as well as the name and company details for the Generator/Nominated Recipient. If the missing address is confirmed the Generator and/or Nominated Recipient will be added to the Central Register by Ofgem. The Central FIT Register team will email the FIT Licensee confirm the Generator and Nominated Recipient ID. This will enable the Licensee to continue to register or edit an existing installation.

### **Installation Addresses**

Where the Installation Address cannot be found the FIT Licensee and the Central Register Team have confirmed that the address is missing. The FIT Licensee should provide full details via the template spreadsheet of the Generator/Nominated Recipient and details of the installation to Ofgem.

The Central FIT Register team will update the register accordingly and will send confirmation via email that the installation has been registered. This notification will include FIT ID, Tariff Code, Confirmation and Eligibility Dates as for a new MCS Certified Installation.